FSM USER GUIDE

TABLE OF CONTENTS

THIS PAGE INTENTIONALLY BLANK

SECTION 1 - INTRODUCTION

1.1. Introduction - The purpose of the Financial Statements Module (FSM) is to provide the DAFIS User the ability to automatically generate the Monthly Financial Statements (SF-133) and the Annual Financial Reports (SF-220 Series). Also provides the CFO Form and Content Report (2108). The FSM is a PC based system that uses DAFIS financial information to generate these reports.

FSM is user friendly and provides the accounting technician a tool to review monthly and annual (pre-closing and post-closing) financial data summarized at Region, APPROP Code and Appropriation (Treasury Symbol) levels. It provides the technician online adjustment and online report generating abilities at both the Treasury Symbol and Approp Code level. Some of the major features of the FSM are as follows:

> Direct Interface with DAFIS
> Online Review of Summarized Data
> Online Trial Balance at Treasury Symbol, APPROP Code and Region Levels
> Online Adjustments
> Full Adjustment Audit Trail
> Automatic Recurring Adjustments
> Online External SF-133 and External SF-220 Roll-up Capability
> Customized SF-133 and SF-220 Report Generation
> Automatic Transmission of SF-133 and SF-220 data to Treasury
> Preparation of Chief Financial Officer (CFO)   Statements
> Completely Menu Driven
> Automated Transmission of Agency Trial Balance (ATB)

Security for this system is at the PC or network level. The security package used is PC/DACS by PYRAMID Development Corporation. Only authorized Users will have access to FSM and its database information.

The system is developed in DBase III+ using CLIPPER. It is transportable to any IBM compatible PC (AT, XT, or greater processors). It will run in 580K of Random Access Memory (RAM) and uses approximately 5MB of hard disk for software and one processing month's database storage. Each additional processing month could use up to 3MB. Printing is done in landscape mode on a HP LaserJet Series III or compatible laser printer. The Financial Statements Module should not be run while a Windows session is active.

1.2. Instructions On How To Use The User Guide - The User Guide is divided into three sections:

> a. SECTION 1 - Introduction. This section contains an introduction to the FSM, instructions on how to use the User Guide, how to LOGON to the FSM and a description of the FSM menu hierarchy.

> b. SECTION 2 - System Administration Functions. This section contains User instructions on the operation of the FSM System Administration functions. They are divided into Monthly Database Build functions, Utilities and Security functions.

> (1) Monthly Database Build functions are performed monthly after DAFIS completes its month-end processing. These functions download the General Ledger Account (GLA) summary data from DAFIS and build the FSM Detail Databases.

> (2) Utility functions can be performed whenever necessary. They provide database backup and restore facilities, printer set up facilities and the processing month closure (data compaction) utility.

> (3) Security functions provide for the addition and deletion of valid User IDs and their respective Access Level codes to the FSM Security database.

c. SECTION 3 - Report Generation Functions. This section contains User instructions on the operation of the Report Generation Functions. There are four major sub-sections which address the following functions:

Section 3.1   Adjustment Processes including:

generating open format adjustments

creating and using pre-formatted adjustments

creating recurring adjustments

creating external SF-133 Adjustments

query and auto-reversal of adjustments

Section 3.2   Generating Trial Balance Reports at Region, APPROP Code or Treasury Symbol levels

Section 3.3   SF-133 Reporting Processes which include:

online display of SF-133 data with adjustment capabilities

generating customized SF-133 reports

transmitting SF-133s to Treasury

Section 3.4   SF-220 Series Reporting Processes which include:

online display of SF-220 data with adjustment capabilities

defining and printing Fund Type SF-220 reports

defining and printing TFS-2108 reports

transmitting SF-220 Reports to Treasury

Section 3.5   Annual CFO Report Processes which include:

online display of all Chief Financial Officer Statements with adjustment capabilities

defining and printing Combining and Combined level statements

online entry of Program dollar amounts at Treasury Symbol level

1.3. FSM Functional Overview - Figure 1 depicts the overall Functional Design of the FSM. It also indicates primary data inputs and outputs of the module. The diagram is divided into two functional areas:

a. FSM System Administration Functions - Includes DAFIS Interface, Table Maintenance and FSM Detail Database Build processes as well as system utility functions.

b. FSM Report Generation Functions - Includes Trial Balance, Adjustments, SF-133 Processes and SF-220 Processes.

Figure 1 - FSM Administrative and Operational Functions

1.4. LOGON Procedures - A User ID and Password are required to obtain access to the FSM. This User ID will be used throughout the FSM for access validation and audit trail purposes. The first screen displayed by the FSM will be the Operational Parameters input screen as shown below.

```
        ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄
    _____

    XXXXXX      XXX      XXXXXX  XXXXXX     XXXXXX
    XXXXXXX     XXXXX     XXXXXX  XXXXXX     XXXXXXXX
    XX   XXX   XXX  XXX   XXX        XXX     XXX  XXX
    XX   XXX   XXX   XXX  XXX        XXX     XXX
    XX   XXX   XXXXXXXXX  XXXXX      XXX       XXX
    XX   XXX   XXXXXXXXX  XXXXX      XXX        XXX
    XX   XXX   XXX  XXX   XXX        XXX     XXX  XXX
    XXXXXX    XXX   XXX   XXX     XXXXXX    XXXXXXXXX
    XXXXX     XXX   XXX   XXX     XXXXXX     XXXXXX
    _____

             FISCAL MONTH:          XX
             FISCAL YEAR:           XX
             USER ID:              XXXXXX

                    Press ESC to quit
```

The FSM will allow you to look at any previously processed month's data as well as to process the current month's data. For this reason the User must enter the Fiscal Month and Fiscal Year which they want to process. These two numbers are critical in that they direct the system to specific areas on the hard disk where data is or will be stored.

Fiscal Month must be a number from 1 through 12. Fiscal Year must be greater than 91.

Once the logon is accomplished the FSM APPLICATIONS MENU is displayed as follows:

```
            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄
  FISCAL MONTH XX                              FISCAL YEAR XX
  _____ FSM APPLICATIONS MENU _____


          1.   FSM System
          2.   DAFIS Interface
          3.   Send to Treasury via PCLINK
          4.   Display Memory Available




          O.   EXIT Period Processing

               Financial Statements Module
          Press <Esc> to Exit the FSM System
```

This screen offers six (6) selections as follows:

1.4.1. FSM System - This selection invokes the main Financial Statements Module program which consists of all functions in the system except the two communications functions, DAFIS Interface and the Treasury Interface (PCLINK).

If a selected processing month has been "closed" the following message will be displayed:

```
FISCAL MONTH (MM/YY) HAS BEEN CLOSED.
DO YOU WISH TO OPEN IT FOR PROCESSING?  Y/N
```

Answering "Y" (yes) to this prompt will cause the processing month's databases to be "opened" for processing. Answering "N" (no) to this prompt will allow you to select another Fiscal Month and Year for processing.

Once the Fiscal Month and Year are ready for processing, the system will display the FSM Main Menu as shown below.

```
              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX                                          FISCAL YEAR XX
                            MAIN MENU


                   1.   FSM Adjustment Process
                   2.   FSM Trial Balance Display/Report
                   3.   SF-133 Process
                   4.   SF-220 Process
                   5.   FSM Monthly Database Build
                   6.   FSM Utilities
                   7.   Security Table Maintenance
                   8.   Security Table Changes Report
                   9.   Annual CFO Report Process
                   0.   EXIT FSM System


              xxxxx  Selection Help Message xxxxx


       Press <ESC> to Exit This Period Processing
```

If there have been FSM Table changes which could affect the values in the Summary Report files the system will display the following message:

```
            SUMMARY REPORT MUST BE RECALCULATED
    EXECUTE THE FSM REPORT SUMMARY BUILD PROCESS
                 PRESS ANY KEY TO CONTINUE
```

1 4.1.1. FSM SYSTEM Menu Hierarchy - The features of the FSM are accessed via a system of menus. The following is a diagram of all features of the FSM System and how they are accessed via the menus.

Figure 2 - FSM Menu Hierarchy - Part 1

FSM SYSTEM Main Menu

- **FSM Monthly Database Build**
  - FSM Detail Database Build Process
  - FSM Report Summary Database Build
  - FSM Table Maintenance
    - R07 Table Maintenance
    - T21 Table Maintenance
    - USSGL Table Maintenance
    - R07 Table Changes Report
    - T21 Table Changes Report
    - USSGL Table Changes Report
  - Recurring Adjustments Library Maint.
  - Recurring Adjustments Carry-Forward

- **FSM Utilities**
  - Backup Database Files
    - Individual Fiscal Month/Year
    - System Files
    - All Fiscal Month/Years Data Plus System Files
  - Restore Database Files
    - Individual Fiscal Month/Year
    - System Files
  - Re-index Database Files
  - Edit System Printer Controls
  - Close/Compress Monthly Data
  - Pack Deleted Records on Databases

- Security Table Maintenance
- Security Table Changes Report

- **Annual CFO Report Process**
  - OnLine CFO Reports
    - Statement of Financial Position
    - Statement of Operations
    - Statement of Cash Flows
    - Statement of Budget & Actual Expense
    - All Four Statements
  - Define/Print CFO Reports
  - Print All Funds Combing Report
  - Print All Funds Combined Report
  - Print List of CFO Worksheets
  - Program Name Table Maintenance
  - Program Budget/Expenses Maintenance
  - Treasury Symbol Table Maintenance
  - Adjustment Query/Reversal
  - Financial Statement Notes
  - FY XX Combined Totals Entry Form

Figure 2 - FSM Menu Hierarchy - Part 2

 The design of the FSM Menu is based upon most frequently used functions. Although the System Administration Functions are performed first each month, they are performed only once a month and are placed last in the menu hierarchy. The FSM Adjustment Functions are used more often and therefore are placed first in the menu hierarchy .

1.4.1.2. FSM System Menu Operations - Selections are made from all menus in the FSM either by keying in the number of the selection or moving the selection bar with the DOWN ARROW (€) or UP ARROW (€) and pressing ENTER.

The last selection (0) on every menu (except the MAIN MENU) is **Return to Previous Menu**. This provides a menu-by-menu "back-out" capability.

Selection (0) on the **MAIN MENU** or <ESC> on any other menu will exit the Processing Period and bring the User to the Logon Screen for selection of another Fiscal Month and Year or final exit from the FSM. If this selection is chosen the following message is displayed:

```
DO YOU REALLY WANT TO EXIT?  Y/N
```

Typing "Y" will result in exiting from the menu system and returning to FSM Logon Screen. An <ESC> on the Logon Screen will exit from the FSM module and return to the PC/DACS security screen.

1.4.2. DAFIS Interface - This selection invokes the Natural Connection communications package which interfaces with the DAFIS system in Oklahoma City, OK. It performs the down-loading of DAFIS data to the module.

Each month, after DAFIS has run its month-end process, three files of data will be made available to each of the Administrations operating on DAFIS. These files will contain the General Ledger Accounts (GLA) summary data, and two DAFIS tables (R07 and T21) which are required by the FSM. These data files must be transmitted from Oklahoma City, OK to each of the Administrations personal computers where the FSM resides. This DAFIS interface, or data download, is the first step in the monthly processing of an Administrations Financial Statements.

Financial Statement Module (FSM) data may be downloaded from DAFIS until the last business day of the month. All agencies must download their data before the end of each month. Monthend processing deletes the previous month's data so current month data may be loaded to the FSM download file. For example, during February monthend processing, January data is deleted from the file and the February data is loaded.

Financial Statement Module (FSM) data may be downloaded from DAFIS until the last business day of the month. All agencies must download their data before the end of each month. Monthend processing deletes the previous month's data so current month data may be loaded to the FSM download file. For example, during February monthend processing, January data is deleted from the file and the February data is loaded.

Selection (2), DAFIS Interface, on the FSM APPLICATIONS MENU causes the automatic transfer of the Administration's data files from Oklahoma City to the FSM computer.

If the User selects the DAFIS Interface, and databases already exist in the processing month the following message will appear in yellow-on-red highlighting:

```
MASTER DETAIL DATABASE ALREADY BUILT FOR THIS MONTH
         VERIFY CORRECT FISCAL MONTH AND YEAR
            DO YOU WANT TO CONTINUE?   Y/N
```

If this message appears, exercise caution!!

Because this process creates new R07, T21 and USSGL tables the User is warned that if this process is executed any changes to existing tables will be overlaid. The following message is displayed:

> THIS PROCESS WILL RELOAD THE R07, T21 AND USSGL
> TABLES THUS DESTROYING ALL CHANGES MADE THIS MONTH.
>   DO YOU WANT TO CONTINUE?   Y/N

If the User chooses to continue the system will ask if the download data is to be loaded from floppy diskette via the following message:

> DOWNLOAD FROM FLOPPY? Y/N

Answer 'Y' if the data is to be loaded from a diskette. Answer 'N' if the data is to be obtained from Oklahoma City via telecommunications transfer.

In Fiscal Month 12 the User will be prompted as to which set of G/L Account balances (pre-closing or post-closing) are to be down loaded from DAFIS with the following message:

> DOWNLOAD TOTALS FOR 1) PRE-CLOSING OR 2) POST-CLOSING

Diskette Interface:

In lieu of a telecommunications interface the data files from OKC can be sent to the Agency compressed on a diskette. The User is then prompted for a Disk Drive designation as follows:

> ENTER THE DISK DRIVE: A

> NOTE:
>   The Drive Designation can
>   only be A or B.

The program will then decompress the data files found on the diskette and write them to the proper sub-directory on the hard disk.

Telecommunications Interface:

If the User is equipped with a Hayes compatible modem attached to the computer they will answer No (N) to the "Download from Floppy" question. The system will automatically dial the DAFIS computer and transfer the following three files to the PC:

> GLAafmfy.FIL
> R07afmfy.FIL
> T21afmfy.FIL

where a=AGENCY, fm=Fiscal Month, fy=Fiscal Year entered in the LOGON screen

The user will be prompted for their DAFIS User-ID as follows:

```
 DAFIS User-ID:
```

The system will then execute the Natural Connection communications package and the following screen will appear:

```
            Software AG NATURAL CONNECTION Version 3.2.2 06/03/91
  hh:mm:ss                         SYSTEM                            mm/dd/yy
            Another Innovative Software Solution from Software AG
                             PRIMARY MENU

             TE          Mainframe Terminal Emulation
             HOST        Mainframe Service Menu
             SERVICE     Natural Connection Services Menu
             PROFILE     Profile Services Menu
             D           PC/DOS


  Command:                                                    E:\FSM\NTC32

  F1  Help        F2  Derfault Menu    F3  Mainframe     F4  Logon Main    F5  Logoff Main
  F6  Erase to EOF F7  Recall          F8  PC Key List   F9  Local Editor  F10  EXIT NATCON
```

At the **Command:** prompt type **DIALOKC.**

The system will then dial the computer in OKC and make connection with the Mainframe computer. The User will be prompted for their DAFIS password. The download of files will proceed with the standard DAFIS logo being displayed.

When the download is completed control will return to the FSM APPLICATIONS MENU.

The program will then compress the files just downloaded from DAFIS and create a "diskette interface" file on diskette for future use. This is done in case system changes require that a processing month be recreated from the DAFIS download stage. The following message will be displayed:

```
 SAVING DOWNLOAD DATA TO DISKETTE
```

Once the file is compressed, the program will request a disk drive designation where the Diskette Interface file can be written as folows:

```
 ENTER THE DISK DRIVE:  A
```

Refer to the **Common Processing** section below for further processing instructions after the files are loaded or downloaded onto the PC.

The program will attempt to either transmit the interface file from OKC or read it from a diskette. If the file is not present from either source the following message is displayed:

```
 . .            <<ERROR>>
  FILE FSMammyy.ZIP DOES NOT EXIST
  ** PRESS ANY KEY TO CONTINUE **
```

As the files are being transferred to the PC the following message will be displayed:

```
  LOADING & EXPANDING DATA FROM OKC
              PLEASE WAIT
```

Common Processing:

After the files are transferred to the PC this process builds DBase III+ database files and verifies the DR/CR balance of the GLA. The following messages are displayed as the DBase III+ database files are being built:

```
  BUILDING GLA DATABASE
        PLEASE WAIT
```

During this process and several times throughout the system you may see the following type of message displayed:

```
  CREATING xxxxxxxx.NTX INDEX FILE
      # OF RECORDS ARE nnnnn
              PLEASE WAIT
```

These messages indicate that required index files are being built. One of the reasons the system works so fast is because we use index files to access our databases. For most databases, these indexes will be built the first time we use a database in a given processing month. This interruption will occur only once a month. Some small, temporary databases will have index files created every time but these will be very fast interruptions.

```
NOTE:  In Fiscal Month 12 there will be two GLA data bases downloaded.
      GLAa12fy.FIL {Pre-closing} and GLAa13fy.FIL {Post-closing)
```

In Fiscal Month 12 the system will check to be sure that both the pre-closing and post-closing G/L Account balances have been down loaded from DAFIS before it begins the database build process. If one of the two sets of data is not present, one of the following messages is displayed and the database build process is discontinued:

```
┌─────────────────────────────────────────────────────┐
│              PRE-CLOSING TOTALS MISSING               │
│  RUN DOWNLOAD PROCESS FOR PRE-CLOSING TOTALS          │
│            ** PRESS ANY KEY TO CONTINUE **            │
└─────────────────────────────────────────────────────┘
```

OR

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│            POST-CLOSING TOTALS MISSING                │
│  RUN DOWNLOAD PROCESS FOR POST-CLOSING                │
│  TOTALS                                               │
│                                                       │
└─────────────────────────────────────────────────────┘
```

Once the G/L account balances for the processing month are down loaded to the PC the system will validate the Debit and Credit balances to ensure an accurate down load occurred.

During the Debit/Credit validation process the following message is displayed:

```
┌─────────────────────────────────────────┐
│       CHECKING THE DR/CR AMOUNTS         │
│              PLEASE WAIT                 │
└─────────────────────────────────────────┘
```

If the debits do not equal credits the following message is displayed:

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│   CREDIT AMOUNT DOES NOT EQUAL DEBIT AMOUNT           │
│      DR Amount        ...$9999,999,999,999.99         │
│      CR Amount        ...$9999,999,999,999.99         │
│      ------------------------------------------------ │
│      Difference       ...$9999,999,999,999.99         │
│         ** PRESS ANY KEY TO CONTINUE **               │
│                                                       │
└─────────────────────────────────────────────────────┘
```

A hard copy report containing the same information as shown on the screen is also generated. This error could occur for one of two reasons. Either a data transmission error occurred or the GLA summary data from DAFIS was out of balance before it was transmitted. Another download of the data can be made by selecting (2) on the FSM APPLICATIONS MENU again. If this does not resolve the problem then the DAFIS operations office should be notified.

After the DR/CR validation is complete the databases containing the DAFIS Tables are built and the following messages are displayed:

```
┌─────────────────────────────────┐
│   Building R07 Table             │
└─────────────────────────────────┘
```

```
┌─────────────────────────────────┐
│   Building T21 Table             │
└─────────────────────────────────┘
```

```
┌─────────────────────────────────┐
│   Building USSGL  Table          │
└─────────────────────────────────┘
```

Once all initial database files are built the program displays the following message:

```
     DAFIS INTERFACE COMPLETE
  ** PRESS ANY KEY TO CONTINUE **
```

1.4.3   Send to Treasury via PCLINK - This selection invokes the PCLINK communications package used to interface with Treasury. Various options within the FSM system create a data transfer file (TRANS.TXT) which is then sent to Treasury via this selection.

This option provides the connection between the FSM and Treasury's GOALS system. It must be executed to use any of the features of the GOALS system, particularly the upload feature which actually transfers the User's SF-133 and/or SF-220 Series reports transmission file(s) (TRANS.TXT) to Treasury's computer.

When this option is selected the screen will turn light blue and the following logo will be displayed:

```
              CDC/PC LINK



          <Press any key to begin>




        (c)Copyright Control Data Corp.   1983,  1989
```

```
NOTE:
From this point on, the User is actually connected with
the front-end communications processor for Treasury's
GOALS system.
```

Follow the GOALS operating instructions in the GOALS System Users Guide to upload the TRANS.TXT file and to obtain GOALS reports from Treasury.

When you Exit from GOALS the following message is displayed:

```
DO YOU WANT TO PURGE THIS TRANSMIT FILE?  Y/N
```

Answer Yes (Y) if the transmission to Treasury was successful. Remember, you will not be able to create another TRANS.TXT file until this file is successfully transmitted to Treasury or moved to a diskette. Control is then returned to the FSM and the FSM APPLICATIONS MENU is displayed.

1.4.4 Display Memory Available - This selection displays a memory map which is used to provide the Systems Software group with information in case of a system error.

SECTION 2 - MONTHLY FSM SYSTEM ADMINISTRATION FUNCTIONS

2.0. Monthly System Administration Processing Introduction - There are three groupings of programs which make up the Monthly FSM System Administration Functions. They are:

> FSM Monthly Database Build - these functions provide all the tools necessary to build the FSM detail databases from DAFIS GLA data, maintain FSM tables, build report summary databases, maintain the recurring adjustments library and transfer recurring adjustments from a previous month to the current month's detail database.

> FSM Utilities - these functions provide all the tools necessary to save and restore databases, set up system printer controls and compress/encrypt system data to save hard disk storage space.

> Security - these functions provide the ability to all valid users to the FSM and to assign Access Control codes to each valid user.

2.1. FSM Monthly Database Build - The FSM Monthly Database Build processes are accessed through the MONTHLY DATABASE BUILD menu. This menu is displayed when selection (5) from the FSM MAIN menu is chosen.

THIS MENU HAS RESTRICTED ACCESS. Access to this menu is restricted to users with Access Level codes of 1 or 2. The selections on this menu are as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│           ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄               │
│                                                                   │
│  FISCAL MONTH XX          ┌──────────────────┐  FISCAL YEAR XX    │
│                           │ MONTHLY DATABASE │                    │
│                           │      BUILD       │                    │
│                           └──────────────────┘                    │
│                                                                   │
│          1. FSM Detail Database Build Process                     │
│          2. FSM Report Summary Database Build Process             │
│          3. FSM Table Maintenance Process                         │
│          4. Recurring Adjustments Library Maintenance             │
│          5. Recurring Adjustments Carry-Forward Process           │
│          0. Return to Previous Menu                               │
│                                                                   │
│              xxxxx Selection Help Message xxxxx                   │
│                                                                   │
│                                                                   │
│                                                                   │
│   Press <ESC> to Exit This Period Processing                      │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

This menu has all the functions necessary to (1) build the FSM detail databases; (2) build report summary databases; (3) maintain FSM tables; (4) maintain the recurring adjustments library and (5) transfer recurring adjustments from a previous month to the current month's detail database.

2.1.1 FSM Detail Database Build Process - The second step in preparing to generate the monthly financial statements is to build the FSM Detail Database (MASTDETL). (The first step was the download of data from DAFIS which was previously discussed in section 1.4.2.) This is a DBase III+ database which initially will contain all the detail transactions from the GLA Summary file. As adjustments are made, they will be added to the FSM Detail Database. Monthly financial reports such as the Trial Balance and SF-133 (and SF-220 Series Reports in Fiscal Month 12) will summarize all detail information contained in this database.

Selection (1), FSM Detail Database Build Process, from the MONTHLY DATABASE BUILD MENU will match the GLA data with the R07, T21 and USSGL Tables and create a database of detail transactions containing all the codes from the tables necessary to generate the financial statements.

This process will completely rebuild the MASTDETL Database Table from GLA data. Normally this is done only once a month. The process could, however, be rerun after Table changes were made. Because of this the User is warned that any adjustments or external SF-133 data that may have been input for this month will be lost. The following warning message is displayed:

```
THIS PROCESS WILL REBUILD THE MASTDETL AND SF-133
SUMMARY DATABASES FROM GLA DATA.  ALL ADJUSTMENTS
AND EXTERNAL SF-133s ENTERED THIS MONTH WILL BE LOST.
            DO YOU WANT TO CONTINUE?  Y/N
```

The following messages will be displayed at each step in this process:

```
CHECKING DATABASES AND INDEX FILES
            PLEASE WAIT
```

```
SETTING UP THE LINKS BETWEEN DATABASES
            PLEASE WAIT
```

```
BUILDING MASTDETL DETAIL DATABASE
        xx.xx %   Complete
            PLEASE WAIT
```

In Fiscal Month 12 the Post-closing GLA data (GLAa13fy.FIL) is placed in a special Post-closing Detail Database (POSTDETL). The following message is displayed while this is being done:

```
BUILDING POSTDETL DETAIL DATABASE
        xx.xx %   Complete
            PLEASE WAIT
```

It is possible that a "no match" condition occurs when trying to match the GLA against the R07, T21 and USSGL tables. This will result in having invalid data in some of the critical data fields on the MASTDETL and/or POSTDETL databases. An error report will be generated indicating which data records are missing data. These errors will be rare since the DAFIS Tables used in this process are the same as were used by DAFIS to edit the data when it was initially entered into DAFIS. A problem could occur, however, if a DAFIS Table was changed after the detail transaction passed DAFIS edits. If an error is detected the following message is displayed:

```
GENERATING ERROR REPORT
```

The error report that is generated has the following format:

DAFIS FINANCIAL STATEMENTS MODULE   RIS NUMBER: FSM-FS03

DAFIS FINANCIAL STATEMENTS MODULE   RIS NUMBER: FSM-FS03
RECORDS MISSING DATA FROM R07   TABLE   RUN DATE: 01/13/92
DAFIS DOWNLOAD ERROR REPORT   RUN TIME: 10:00:08
                                                PAGE NUMBER: 1

REC #	APPCDE	LIM	GLA	USSGL	TREASURY SYMBOL	BEG DR BAL	BEG CR BAL	YTD DR BAL	YTD CR BAL
456	O80	0	43CA	4960		0.00	6,869,000.00	0.00	0.00
457	O80	0	41EX	4119		8,269,000.00	0.00	0.00	0.00
458	O80	0	49XA	4950		0.00	1,400,000.00	0.00	0.00

If an error report was generated the following message is displayed:

```
THE FSM133SM PROGRAM WILL NOT RUN DUE TO
  ERROR IN THE MASTDETL BUILD PROCESS
     **  PRESS ANY KEY TO CONTINUE  **
```

The Detail Database Build process will terminate normally with the following message:

```
DETAIL DATABASE BUILD PROCESS COMPLETE
     **  PRESS ANY KEY TO CONTINUE  **
```

If no errors were detected during this process the Report Summary Database Build Process (selection (3) on the MONTHLY DATABASE BUILD Menu) will be automatically executed. Refer to Section 2.1.2, Report Summary Database Build Process for operating details.

2.1.2. FSM Report Summary Database Build Process - The Report Summary Database is a special summarization of the Detail Database information which is formatted specifically for the month-end and Fiscal Year End financial statements.

This process builds the SF-133 Report Summary Database, the SF-220 Series Report Summary Databases and the CFO Report Databases. The Report Summary Build Process, performed only once each month, saves a tremendous amount of processing time as the accountants work with the online Financial Statements.

This process is automatically executed if the Detail Database Build process is performed with no database errors. In the event there is a need to correct Table data and rerun the Detail Database Build this process is included as a menu selection.

Selection (2) on the FSM MONTHLY DATABASE BUILD menu executes this program.

> NOTE:
> This process must also be rerun if R07, T21 or USSGL Table
> data is changed.

This process creates the Report Summary Database Tables from GLA detail data that was placed in the MASTDETL and POSTDETL database Tables by the FSM Detail Database Build Process. The Report Summary Database Tables also contain adjustment summary data and External summary data records that could be overlaid by rerunning this process. For this reason the following warning message is displayed:

```
 THIS PROCESS WILL OVERLAY ANY ADJUSTMENT OR EXTERNAL
        SUMMARY RECORDS THAT MAY BE PRESENT.
          DO YOU WANT TO CONTINUE?    Y/N
```

In Fiscal Month 12 the SF-220 Series Reports and CFO Reports Summary databases are automatically created. The User, however is given an option to create these databases for months other than Fiscal Month 12. In Fiscal Months 01 through 11, the following message is displayed:

```
 DO YOU WANT TO BUILD SF-220 SUMMARIES AND CFO REPORTS?    Y/N
```

If the User answers Yes (Y) to this question SF-220 Series Reports and CFO Reports Summary and Databases will be created with only MASTDETL data. In Fiscal Month 12, MASTDETL contains Pre-closing amounts. Those Summary Report totals which rely on Post-closing data will have Pre-closing amounts in them for months other than Fiscal Month 12.

The following message is displayed as this process is executing:

```
     BUILDING REPORT SUMMARY
   xxxxxxxxxxxxxxxx TREASURY SYMBOL
   xx.xx % Complete - Overall
```

The program builds Report Summary Records for each Treasury Symbol. As each Treasury Symbol is being processed the Treasury Symbol is displayed in the message window.

The % Complete indicates the percentage of processing of the entire database that is complete at that moment in time.

> NOTE:
>
> Index files must be created from the various databases in the
> system. The first time they are required by a process, they
> will be created. Whenever the system creates an index, a
> message similar to one below will be displayed.
>
> ```
>     CREATING MAST_TYP.NTX FILE
>      # OF RECORDS ARE  nnnnn
>            PLEASE WAIT
> ```

2.1.3. FSM Table Maintenance Process - If errors do occur during the Detail Database Build process it was due to mismatch conditions on the DAFIS Tables. Since it is too late to make corrections to the DAFIS Tables in DAFIS and download new tables, the FSM will allow User's to make changes to the R07, T21 and USSGL Tables residing on their PC.

NOTE:
CHANGES MADE TO THESE TABLES ARE TEMPORARY FOR THE PROCESSING
MONTH ONLY. THEY MUST BE MADE TO THE DAFIS TABLES TO BECOME
PERMANENT.

Table maintenance changes may be necessary if GLA records cannot be matched against the existing DAFIS Table information to complete the Database Build process. The changes necessary will be indicated by the error report generated by the Database Build Process (see 2.1.1 above).

Selection (3) from the FSM MONTHLY DATABASE BUILD menu will bring up the FSM Table Maintenance Menu as follows:

```
        ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX      ┌─────────────────────┐      FISCAL YEAR XX
                     │  TABLE MAINTENANCE  │
                     │       PROCESS       │
                     └─────────────────────┘

              1. R07 Table Maintenance
              2. T21 Table Maintenance
              3. USGL Table Maintenance
              4. R07 Table Changes Report
              5. T21 Table Changes Report
              6. USSGL Table Changes Report
              0. Return to Previous Menu

              xxxxx Selection Help Message xxxxx



     Press <ESC> to Exit This Period Processing
```

****** CAUTION ******
   TABLE CHANGES SHOULD ONLY BE MADE WHEN ABSOLUTELY NECESSARY.
   CHANGES MADE IN FSM MUST ALSO BE MADE TO THE DAFIS TABLES.

   CHANGES TO CODES AFFECTING SF-133 OR SF-220 SERIES REPORTS
   WILL RESULT IN REPORTS BEING RECALCULATED. CHANGES MADE
   TO TABLES MAY AFFECT RECURRING ADJUSTMENTS FROM PRIOR MONTHS...

Selections (1), (2) and (3) will call up maintenance screens for the R07, T21 and USSGL Tables respectively. Each of these maintenance screens will allow the User to perform the following functions:

        A - Add a new record
        C - Change an existing record
        D - Delete a record
        P - Print a table listing

All additions, deletions and changes made to the tables are recorded on an audit trail database. Selections (4), (5) and (6) provide reports of all changes made to the R07, T21 and USSGL tables respectively.

> NOTE:
>   AFTER CHANGES ARE MADE TO THE TABLES THE DETAIL DATABASE
>   BUILD PROCESS, SELECTION (2), FSM REPORT SUMMARY DATABASE
>   BUILD, MUST BE RUN AGAIN. THE SYSTEM ENFORCES THIS RULE!

2.1.3.1. R07 Table Maintenance - The following data fields are displayed in columns on the screen:

        APPCDE
        APPLIM
        APPNME
        TRSYMB
        FISMO
        FISYR
        FUNDTYP
        CATCDE
        EXPAPR
        TYPAPR
        OMB-ID CODE
        DATE
        TIME
        USER_ID

All the data cannot be displayed on one screen at once. To pan the screen right or left use the RIGHT (
LEFT (
the PAGE UP, PAGE DOWN, UP (

The program has five action options:

        a. **<ESC> or Q = QUIT** - This option exits the program. All changes made up to this point will be saved to the databases and the audit trail files.

        b. **A = ADD** - This option adds a new record to the table. It can only be used if there were errors encountered in building the MASTDETL database (see section 2.1.1). If the (A)dd function is selected and the MASTDETL was already built without errors the following message is displayed:

```
┌──────────< < E R R O R > >──────────┐
│ ADD NOT ALLOWED AFTER SUCCESSFUL    │
│      BUILD OF MASTER DATABASE       │
│   **  PRESS ANY KEY TO CONTINUE  ** │
└─────────────────────────────────────┘
```

If the (A)dd function is allowed the R07 Table maintenance screen is displayed with all the data fields on the table listed. The data fields that have default values and do not have to be entered by the User will contain the default values. The data entry screen appears as follows:

```
┌─────────────────────────────┐
│         R 07  T A B L E      │
│      M A I N T E N A N C E   │
└─────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────┐
│                                                                │
│   A P P C D E      ┌······┐                                    │
│                    └······┘                                    │
│   A P P L I M      ┌······┐                                    │
│                    └······┘                                    │
│   A P P N M E      ┌·············································┐ │
│                    └·············································┘ │
│   T R S Y M B      ┌·············┐                             │
│                    └·············┘                             │
│   F I S M O        ┌m m┐                                       │
│                    └···┘                                       │
│   F I S Y R        ┌yy┐                                        │
│                    └··┘                                        │
│   F U N D T Y P    ┌··┐                                        │
│                    └··┘                                        │
│   C A T C D E      ┌··┐                                        │
│                    └··┘                                        │
│   E X P A P R      ┌······┐                                    │
│                    └······┘                                    │
│   T Y P A P P      ┌··┐                                        │
│                    └··┘                                        │
│   O M B - I D      ┌·········┐                                 │
│                    └·········┘                                 │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

The following edits are performed:

(1) APPCDE and APPLIM combination must be unique. If not unique the following message is displayed:

```
┌────────────────────────────────────────────────────┐
│             DUPLICATES NOT ALLOWED                  │
│  APPCDE AND APPLIM COMBINATION ALREADY EXISTS       │
│        **   PRESS ANY KEY TO CONTINUE   **          │
└────────────────────────────────────────────────────┘
```

APPCDE must contain at least one alphanumeric character.

(2) If the Master Detail database (MASTDETL) has not been successfully built yet, the program will ensure that the APPCDE and LIM combination entered is found on the GLA download from DAFIS. If not found the following message is displayed:

```
┌────────────────────────────────────────────────────┐
│     APPCDE & APPLIM DOES NOT EXIST ON THE           │
│              GLA_ IN DATABASE                        │
│       **   PRESS ANY KEY TO CONTINUE   **           │
└────────────────────────────────────────────────────┘
```

(3) TRSYMB (*) must not be blank. The program will force the User to enter something for the TRSYMB.

(4) FUNDTYP must be equal to 2, 3, 4, 5, 7, 8, 9, A, B, C, D, G, L, M, N , O, P, R, S OR Z. If an invalid code was entered the following message is displayed:

```
┌────────────────────────────────────────────────────┐
│    VALID ENTRIES ARE 2-5, 7-9, A-D, G, L-P, R, S, Z │
│       **   PRESS ANY KEY TO CONTINUE   **           │
└────────────────────────────────────────────────────┘
```

(5) CATCDE (*) must be A, B or blank. If an invalid code was entered the following message is displayed:

```
┌─────────────────────────────────────────────┐
│   VALID ENTRIES ARE A, B or BLANK            │
│    **   PRESS ANY KEY TO CONTINUE   **       │
└─────────────────────────────────────────────┘
```

(6) EXPAPR (*) must be E or blank. If an invalid code was entered the following message is displayed

```
┌─────────────────────────────────────────────┐
│   VALID ENTRIES ARE E or BLANK               │
│    **   PRESS ANY KEY TO CONTINUE   **       │
└─────────────────────────────────────────────┘
```

(7) TYPAPP must be 0 through 9, A, X or blank. If an invalid code was entered the following message is displayed:

```
┌─────────────────────────────────────────────┐
│   VALID ENTRIES ARE 0-9, A, X or BLANK       │
│    **   PRESS ANY KEY TO CONTINUE   **       │
└─────────────────────────────────────────────┘
```

(*) Changes to these fields will result in Report Summary Build having to be

c. **C = CHANGE** - This option displays the existing data for a table entry in the same format for an ADD. The program allows the User to change all the fields that were entered in the ADD function except APPCDE, APPLIM, TRSYMB and OMB-ID. The same edits as defined for the ADD function apply.

d. **D = DELETE** - When this option is selected the data for the line selected is displayed in the same format as the ADD function. The following message is displayed on the screen:

```
┌─────────────────────────────────────────────┐
│   WARNING: RECORD WILL BE DELETED            │
│      DO YOU WISH TO CONTINUE?  Y/N           │
└─────────────────────────────────────────────┘
```

Typing "Y" (yes) will delete the record from the table. Typing "N" (no) will return to the table display screen.

e. **P = PRINT** - This option prints a complete hard copy listing of the table.

2.1.3.2. T21 Table Maintenance - The following data fields are displayed in columns on the screen:

GLACCT
GLNME
DRCRFLG
BUDGFLG
PGIND
TRESACT
CNCURIN
FISMO
FISYR

        DATE
        TIME
        USER_ID

All the data cannot be displayed on one screen at once. To pan the screen right or left use the RIGHT (
LEFT (
the PAGE UP, PAGE DOWN, UP (

The program has five action options:

        a. **<ESC> or Q = QUIT** - This option exits the program. All changes made up to this point will be
saved to the databases and the audit trail files.

        b. **A = ADD** - This option adds a new record to the table. It can only be used if there were errors
encountered in building the MASTDETL database (see section 2.1.1). If the (A)dd function is selected and the
MASTDETL was already built without errors the following message is displayed:

```
            ┌──<<ERROR>>──┐
 ADD NOT ALLOWED AFTER SUCCESSFUL
      BUILD OF MASTER DATABASE
   **  PRESS ANY KEY TO CONTINUE  **
```

If the (A)dd function is allowed the data entry screen is displayed with all the data fields on the table listed. The
data fields that have default values and do not have to be entered by the User will contain the default values. The
data entry screen appears as follows:

```
            ┌─────────────────┐
            │   T21 TABLE      │
            │  MAINTENANCE     │
            └─────────────────┘


    GLACCT     [....].....................
    GLNME      [..........................]
    DRCRFLG    [...]
    BUDGFLG    [..]
    PGIND      [.]
    TRESACT    [......]
    CNCURIN    [...]
    FISMO      [mm]
    FISYR      [yy]
```

The following edits are performed:

        (1) GLACCT must be unique. If not unique the following message is displayed:

```
┌──────────────────────────────────┐
│    DUPLICATES NOT ALLOWED         │
│    GLACCT ALREADY EXISTS          │
│   ** PRESS ANY KEY TO CONTINUE ** │
└──────────────────────────────────┘
```

```
┌─────────────────────────────────────┐
│     GLACCT DOES NOT  EXIST ON THE    │
│           GLA_ IN DATABASE           │
│     ** PRESS ANY KEY TO CONTINUE **  │
└─────────────────────────────────────┘
```

(3) DRCRFLG (*) must be equal to 0, 1 or 2. If an invalid code was entered the following message is displayed:

```
┌─────────────────────────────────────┐
│      VALID ENTRIES ARE O, 1 OR 2     │
│     ** PRESS ANY KEY TO CONTINUE **  │
└─────────────────────────────────────┘
```

(4) BUDGFLG must be B or P. If an invalid code was entered the following message is displayed:

```
┌─────────────────────────────────────┐
│       VALID ENTRIES ARE B or P       │
│     ** PRESS ANY KEY TO CONTINUE **  │
└─────────────────────────────────────┘
```

(5) PGIND (*) must be P, G or blank. If an invalid code was entered the following message is displayed:

```
┌─────────────────────────────────────┐
│     VALID ENTRIES ARE P, G or BLANK  │
│     ** PRESS ANY KEY TO CONTINUE **  │
└─────────────────────────────────────┘
```

(6) TRESACT (*) must be a valid TRESACT on the USSGL Table. If an invalid code was entered, a selection window will be displayed with valid TRESACTs to select from. The window appears as follows:

```
                              ┌──────────────────┐
                              │    T21  TABLE     │
                              │   MAINTENANCE     │
                              │            ┌──────┴──────────┐
                              │            │ SGL ACCOUNT     │
  ┌──────────────────────────┴──┐         │                 │
  │                              │         │   1010          │
  │  AGYCDE      1               │         │   1110          │
  │  RGNDIS      9               │         │   1120          │
  │  GLACCT      10AX            │         │   1310          │
  │  GLNME       FUND BALANCE W/TREAS      │   1319          │
  │  DRCRFLG     D               │         │   1350          │
  │  BUDGFLG     P               │         │   1359          │
  │  PGIND                       │         │   1410          │
  │  TRESACT     1199            │         │                 │
  │  FISMO       mm              │         │                 │
  │  FISYR       yy              │         └─────────────────┘
  │                              │
  │                              │
  │                              │
  └──────────────────────────────┘
```

Select the TRESACT to be used and press ENTER. The selected TRESACT will appear in the TRESACT field on the screen.

        (7) CNCURIN (*) is the current/non-current indicator. The only valid values in this field are "CU", "NC" or blanks. The following error message is displayed if this field fails edit:

```
┌─────────────────────────────────────────┐
│  VALID ENTRIES ARE CU, NC or BLANK       │
│    ** PRESS ANY KEY TO CONTINUE **       │
└─────────────────────────────────────────┘
```

(*) Changes to these fields will result in Report Summary Build having to be

      c. **C = CHANGE** - This option displays the existing data for a table entry in the same format for an ADD. The program allows the User to change all the fields that were entered in the ADD function except GLACCT. The same edits as defined for the ADD function apply.

      d. **D = DELETE** - When this option is selected the data for the line selected is displayed in the same format as the ADD function. The following message is displayed on the screen:

```
┌─────────────────────────────────────────┐
│  WARNING: RECORD WILL BE DELETED         │
│    DO YOU WISH TO CONTINUE?  Y/N         │
└─────────────────────────────────────────┘
```

Typing "Y" (yes) will delete the record from the table. Typing "N" (no) will return to the table display screen.

      e. **P = PRINT** - This option prints a complete hard copy listing of the table.

2.1.3.3. USSGL Table Maintenance - The following data fields are displayed in columns on the screen:

        TRESACTNME
        TRESACT
        NORMIND
        DATE
        TIME
        USER_ID

All the data cannot be displayed on one screen at once. To pan the screen right or left use the RIGHT (
LEFT (
the PAGE UP, PAGE DOWN, UP (

The program has five action options:

      a. **<ESC> or Q = QUIT** - This option exits the program. All changes made up to this point will be saved to the databases and the audit trail files.

      b. **A = ADD** - This option adds a new record to the table. The data entry screen is displayed with all the data fields on the table listed. The data fields that have default values and do not have to be entered by the User will contain the default values.

The data entry screen appears as follows:

```
                        ┌─────────────────────┐
                        │     T21 TABLE       │
                        │   M A I N T E N A N C E   │
                        └─────────────────────┘

        ┌────────────────────────────────────────────────┐
        │                                                │
        │   T R E S A C T  ┌┄┄┄┄┄┐                       │
        │                  └┄┄┄┄┄┘                       │
        │   T R E S A C T N M E                          │
        │   ┌┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┐       │
        │   └┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┘       │
        │   N O R M I N D  ┌┄┄┐                          │
        │                  └┄┄┘                          │
        │                                                │
        │                                                │
        └────────────────────────────────────────────────┘
```

The following edits are performed:

      (1) TRESACT must be unique. If not unique the following message is displayed:

```
┌──────────────────────────────────────┐
│      DUPLICATES NOT ALLOWED           │
│      TRESACT ALREADY EXISTS           │
│   ** PRESS ANY KEY TO CONTINUE **     │
└──────────────────────────────────────┘
```

      (2) NORMIND (*) must be equal to 1 or 2. If an invalid code was entered the following message is displayed:

```
┌──────────────────────────────────────┐
│      VALID ENTRIES ARE 1 OR 2         │
│   ** PRESS ANY KEY TO CONTINUE **     │
└──────────────────────────────────────┘
```

(*) Changes to these fields will result in Report Summary Build having to be   .

      c. **C = CHANGE** - This option displays the existing data for a table entry in the same format for an ADD. The program allows the User to change all the fields that were entered in the ADD function except TRESACT. The same edits as defined for the ADD function apply.

      d. **D = DELETE** - When this option is selected the data for the line selected is displayed in the same format as the ADD function. The following message is displayed on the screen:

```
┌──────────────────────────────────────┐
│  WARNING: RECORD WILL BE DELETED      │
│     DO YOU WISH TO CONTINUE?  Y/N     │
└──────────────────────────────────────┘
```

Typing "Y" (yes) will delete the record from the table. Typing "N" (no) will return to the table display screen.

      e. **P = PRINT** - This option prints a complete hard copy listing of the table.

2.1.3.4. R07, T21 and USSGL Table Changes Reports - These reports print all the additions, changes and
deletions made to the tables by the User. All changes are listed in DATE and TIME sequence. Every report lists
the DATE, TIME and USER ID and TYPE CHNG code. The TYPE CHNG codes are:

> A = Added record
> O = Old values for changed record
> N = New values for changed record
> D = Deleted record

DATE	TIME	USER ID	TYP CHNG	AGY CDE	RGN\ DIST	APPR CODE	LIM	TREASURY SYMBOL	FISCAL MO/YR	FND TYP	CAT CDE	EXP APR	TYP APP	APPROPRIATION NAME
														DAFIS FINANCIAL STATEMENTS MODULE — RIS NUMBER: FSM-FS01
1/13/92	10:30	XXXXXX	A	1	9	OO1	99	69X12345	2/92	5	B	E	X	ADDED TEST APPROPRIATION
1/13/92	10:31	XXXXXX	O	1	9	OO1	99	69X12345	2/92	5	B	E	X	ADDED TEST APPROPRIATION
1/13/92	10:31	XXXXXX	N	1	9	OO1	99	69X12345	2/92	L	A		1	111111SDCBJMD ----- 000
1/13/92	10:33	XXXXXX	D	1	9	OO1	99	69X12345	2/92	L	A		1	111111SDCBJMD ----- 000

Report header:
DAFIS FINANCIAL STATEMENTS MODULE
TABLE_ID : R07
RIS NUMBER: FSM-FS01
RUN DATE: 01/13/92
RUN TIME: 10:51:45
PAGE NUMBER: 1

The remaining columns on the reports are dependent on which Table's changes are being reported. All data fields
for the specific Table will be listed on the report. The reports have similar format as follows:

> ********* MANAGEMENT NOTE *********
> Management should review the Audit Trail Report for the
> purpose of assessingb the propriety of all APPROP CODE
> and GLA ACCOUNT deletions..

2.1.4. Recurring Adjustment Library Maintenance - Once the system has been in operation for one month, the
User may have "recurring adjustments" in the Recurring Adjustments Library which will be carried forward to the
current month's processing. (see Section 2.1.5) The Recurring Adjustments Carry-Forward Process, described in
section 2.1.5, performs the function of transferring all the "recurring adjustments" in the library to the current
month's process. But, before that is done, the User may wish to eliminate some of the "recurring adjustments"
from the library.

This process provides the User the ability to edit the Recurring Adjustments Library and remove any "recurring"
adjustments that are no longer needed.

Selection (4) on the FSM MONTHLY DATABASE BUILD menu executes this program.

This selection calls up the Recurring Adjustments Library maintenance screen. All the recurring adjustments are
displayed to the User along with the brief description of the adjustment.

```
┌─────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                   │
│  FISCAL MONTH XX        ┌──────────────────────┐  FISCAL YEAR XX  │
│                         │ RECURRING ADJUSTMENTS │                 │
│                         │  LIBRARY MAINTENANCE  │                 │
│                         └──────────────────────┘                  │
│                                                                   │
│      ┌──────────────────────────────────────────────────────┐    │
│      │   1  6900102          Adjustment to correct balance forward │
│      │   2  6910104          Adjustment to correct YTD Totals  │    │
│      └──────────────────────────────────────────────────────┘    │
│                                                                   │
│      ┌──────────────────────────────────────────────────────┐    │
│      │  Use    ,    , PgUp, PgDn to select a record.  Press Esc> or Q = QUIT │
│      │  D = Delete, U = Undelete, V  View                    │    │
│      └──────────────────────────────────────────────────────┘    │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The functions available to the User on this screen are:

        a. **<ESC> or Q = QUIT** - This option exits the program and returns control to the MONTHLY DATABASE BUILD MENU.

        b. **V = VIEW** - This option allows the User to view the details of a selected recurring adjustment. Position the cursor on the adjustment to be viewed and press "V". The adjustment detail will be displayed on a screen as shown below:

```
┌─────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                   │
│  FISCAL MONTH  XX                              FISCAL YEAR XX     │
│  ┌──────────────────────┐ ┌──────────────────────┐ ──────────    │
│  Recurr.   Library #:   1 │ RECURRING ADJUSTMENTS │ AppCde: X12   │
│  Treasy: 6900102          │  LIBRARY MAINTENANCE  │ AppLim:       │
│                           └──────────────────────┘ RgnDis:  7     │
│                                                                   │
│  Desc: Adjustments to correct balance forward                     │
│  1 ACCT:11AX NORM: CR DEBIT:      22    CREDIT:             0      │
│  2 ACCT:46AX NORM: DR DEBIT:      22    CREDIT:             0      │
│  3 ACCT:46AY NORM: CR DEBIT:       0    CREDIT:            22      │
│  4 ACCT:12BA NORM: DR DEBIT:       0    CREDIT:            22      │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

        c. **D = DELETE** - This option allows the user to delete a recurring adjustment from the library. When the "D" key is pressed on an adjustment the details of the adjustment are displayed as in the (V)iew function and the following message is displayed:

```
┌──────────────────────────────────────────────┐
│  THIS LIBRARY ADJUSTMENT WILL BE DELETED.     │
│     DO YOU WISH TO CONTINUE?  Y/N             │
└──────────────────────────────────────────────┘
```

If the User types "Y" all records making up that adjustment will be marked for deletion from the Library. Control is the returned to the Recurring Adjustment Library Maintenance Screen and the recurring adjustment that was "deleted" will appear with a "D" on the left side of the selection as shown below.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                 │
│                                                                       │
│   FISCAL MONTH XX        ┌──────────────────────┐   FISCAL YEAR XX    │
│                          │ RECURRING ADJUSTMENTS │                    │
│  ────────────────────────│  LIBRARY MAINTENANCE  │──────────────────  │
│                          └──────────────────────┘                    │
│                                                                       │
│   ┌─────────────────────────────────────────────────────────────┐    │
│   │ D   1  6900102            Adjustment to correct balance forward│   │
│   │     2  6910104            Adjustment to correct YTD Totals     │   │
│   │                                                               │    │
│   └─────────────────────────────────────────────────────────────┘    │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

If the User types "N" control is returned to the Recurring Adjustment Library Maintenance selection screen for further processing.

        d. **U = UNDELETE** - This option gives the User a second chance. If an adjustment, marked for deletion (D), is not to be deleted place the cursor on that adjustment and press "U". The deletion code (D) will disappear and the adjustment records will not be deleted.

2.1.5. Recurring Adjustments Carry-Forward Process - If there are "recurring adjustments" from prior months the User must specifically carry them forward to the current month's processing. Selection (5) on the FSM MONTHLY DATABASE BUILD menu performs this function.

If recurring adjustments have already been "carried forward" the following error message will be displayed:

```
┌──────────────────────────────────────────────────────────┐
│  RECURRING ADJUSTMENTS HAVE PREVIOUSLY BEEN APPLIED       │
│    TO THIS PROCESSING MONTH AND CANNOT BE REAPPLIED       │
│          **   PRESS ANY KEY TO CONTINUE   **             │
└──────────────────────────────────────────────────────────┘
```

The recurring adjustments carry-forward process is performed in four (4) steps.

        (1) The first step is to display a message to the User to ensure the User really is ready to carry-forward the recurring adjustments library. The message displayed is as follows:

```
┌─────────────────────────────────────────────────────┐
│   THIS PROCESS WILL ADD ALL ADJUSTMENTS IN THE       │
│   RECURRING ADJUSTMENTS LIBRARY TO THE CURRENT       │
│  MONTH'S DATA.                                       │
│           DO YOU WANT TO CONTINUE?  Y/N              │
└─────────────────────────────────────────────────────┘
```

        (2) If the User chooses to continue, the second step performed is to edit each adjustment transaction in the library against the current month's R07, T21 and USSGL tables. This edit process could result in some edit errors because the tables may change after the "recurring adjustment" had been placed in the library. If there are any edit errors a report will be generated and this process will be terminated. The following message is displayed while the edit is being performed:

```
┌──────────────────────────────────────────┐
│   VALIDATING THE ADJUSTMENT LIBRARY       │
│            PLEASE WAIT                    │
└──────────────────────────────────────────┘
```

If any errors are detected as a result of these edits the following message is displayed and the Carry Forward Error Report is printed:

```
THERE ARE ERRORS IN THE ADJUSTMENTS LIBRARY
     DATABASE.  CHECK THE ERROR REPORT
      **  PRESS ANY KEY TO CONTINUE  **
```

NOTE:
    EDIT ERRORS MUST BE RESOLVED BY EITHER MAKING CHANGES TO
    THE R07, T21 OR USSGL TABLES (SEE SECTION 2.1.3 FOR MORE
    INFORMATION) OR DELETING THE ADJUSTMENT AND ENTERING IT
    MANUALLY THROUGH THE ADJUSTMENT PROCESS.

(3) After all recurring adjustments pass the edit step the program builds Detail Database records for all adjustment transactions, places the next sequential adjustment transaction sequence number on each adjustment record and writes them to the FSM Detail Database (MASTDETL). This process also posts the recurring adjustments to the adjustment audit trail.

(4) In the last step the program updates the appropriate Report Summary Database records (SF-133, SF-220 Series Reports, and/or CFO Reports) for that Treasury Symbol.

2.2. FSM Utilities -

Backup/Restore

Every operational system that processes data must have some utilities for backing up the data on magnetic media that can be stored, off site, in a safe place. This is insurance against unknown catastrophic events such as hardware failure, fire, etc. Utilities should also include the ability to restore data that has been backed up.

Reindexing

One of the problems that can occur to databases if the PC should experience a momentary interruption of power, is the corruption of database indices. FSM Utilities includes a process which rebuilds all system indices.

Printer Setup

Users may have different types of printers attached to the system. Currently the system can accommodate the Hewlett Packard LaserJet series printer. This process allows the User to enter the printer control characters for the printer attached to their computer.

Disk Storage Optimization

This system can give the User access to as many months of data as they wish to have stored on their computer. Some Users will have relatively small databases and their the disk storage requirements will be small. Some Users have very large databases, up to 3 million bytes per month. This process allows the Users to selectively "close" a month's data. Closing a month's data means to encrypt and compress that data to approximately 20% of it's original disk storage requirements. A "closed" month can be opened at any time. "Opening" a month's data for processing merely unpacks the data to it's original format. This process does take processing time but it is very useful for saving disk storage.

Database Packing

All of the table maintenance processes within the system have a (D)elete function. Records in the tables are "marked" for deletion at the time the User (D)eletes a record. DBASE III+ does not physically delete the records from the disk files. Instead they are marked as "deleted" records. This allows us the luxury of being able to (U)ndelete records that may have been deleted in error. This utility has been provided to physically remove records that have been marked as "deleted" from the disk files. It can only be run by the System Administrator and can only be run when no other User is logged into the system (multi-user/network version).

The FSM Utilities are accessed through selection (6) on the FSM MAIN MENU. The FSM Utilities menu as shown below is then displayed.

```
         ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX        ┌─────────────────────┐        FISCAL YEAR XX
                       │  SYSTEM UTILITIES   │
                       │      PROCESS        │
                       └─────────────────────┘


                1. Backup Database Files
                2. Restore Database Files
                3. Re-index Database Files
                4. Edit Printer Control
                5. Close/Compress Monthly Data
                6. Pack Deleted Records on Databases


                0.  Return to Previous Menu


                 Backup Databases & Indices
             Press <Esc> to Exit this Period Processing
```

2.2.1. Backup Database Files - This utility should be used as often as possible. If the User has entered several adjustments to the system it is important that a database backup be made.

Selection (1), Backup Database Files, calls up another menu which gives the User three backup options:

```
         ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

                ┌─────────────────────┐
                │   SYSTEM BACKUP     │
                │      PROCESS        │
                └─────────────────────┘


                1. Individual Fiscal Month/Year
                2. System Files
                3. All Fiscal Month/Year Data Plus System Files

                0.  Return to Previous Menu

                    xxxxx Selection Help Message xxxxx
```

2.2.1.1. Individual Fiscal Month/Year - This process encrypts, compresses and copies all database files for a specified processing month and year to diskette. It is invoked by Selection (1) on the SYSTEM BACKUP PROCESS menu.

The first message displayed is:

```
PLEASE ENTER THE FISCAL MONTH AND YEAR TO BE
           BACKED UP TO DISKETTE:
                FISCAL MONTH:
                 FISCAL YEAR:
```

If the selected month's data is still "open" the following message will be displayed:

```
     THIS FISCAL MONTH mm/yy HAS NOT BEEN CLOSED
 YOU MUST OPEN THIS MONTH TO BACK IT UP TO DISKETTE
          **  PRESS ANY KEY TO CONTINUE  **
```

The database files will be encrypted and compressed and then the program will ask which disk drive is to be used:

```
   ENTER THE DISK DRIVE:
```

After the User types "A" or "B" the following message is displayed:

```
PLACE A BLANK DISKETTE INTO DRIVE x
   **  PRESS ANY KEY TO CONTINUE **
```

The backup files will then be written to the diskette. This message is displayed:

```
COMPRESSING AND ENCRYPTING mm/yy DATABASES
           **   PLEASE WAIT   **
```

When the file is completely copied to the diskette the following message is displayed:

```
    BACKUP FOR mmyy IS COMPLETE.  REMOVE DISKETTE AND
 LABEL AS FOLLOWS: BACKUP OF mmyy DATABASES AS OF mm/yy/yy
```

2.2.1.2. System Files - This option provides the ability to create a backup of the system databases and the system software files. The following message will be displayed:

```
THIS UTILITY WILL COMPRESS AND ENCRYPT AND BACKUP ALL
            SYSTEM DATABASE FILES.  IT WILL TAKE
        ABOUT 10-15 MINUTES OF PROCESSING TIME.
            DO YOU WISH TO CONTINUE?  Y/N
```

Prior to creating a backup file the User is prompted to select the drive to write the backup files on:

```
ENTER THE DISK DRIVE:
```

After the User types "A" or "B" the following message is displayed:

```
PLACE A BLANK DISKETTE INTO DRIVE x
   ** PRESS ANY KEY TO CONTINUE **:
```

The program then creates a backup file on diskette. While this is being done the following message is displayed:

```
COMPRESSING AND ENCRYPTING SYSTEM DATABASES
     **   PRESS ANY KEY TO CONTINUE   **:
```

When the file is completely copied to the diskette the following message is displayed :

```
   BACKUP FOR SYSTEM IS COMPLETE.  REMOVE DISKETTE AND
LABEL AS FOLLOWS: BACKUP OF mmyy  DATABASES AS OF mm/yy/yy
```

2.2.1.3. All Fiscal Month/Year Data Plus System Files - This option performs a complete backup of all System databases and System Software and all databases for any processing month residing on the hard disk. It will automatically "close" any processing month that is open at the time it is backed up. A separate diskette will be requested for each processing month. If your Agency has large databases it is advised that each processing month be stored on a separate diskette. For Agencies with small databases, two or three processing months can be stored on one diskette.

2.2.2. Restore Database Files - This utility is used whenever it is necessary to restore the databases for a given processing month from backup diskettes. It is also used to restore the System Databases and System Software.

```
 NOTE:
The Restore System files option should only be used
when there has been a severe hardware failure and
the hard disk was lost.
```

Selection (2), Restore Database Files, will call up another menu with two selections as shown below:

```
┌─────────────────────────────────────────────────────────┐
│          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄        │
│                   ┌──────────────────┐                    │
│  FISCAL MONTH XX  │ SYSTEM RESTORE   │   FISCAL YEAR XX   │
│                   │    PROCESS       │                    │
│                   └──────────────────┘                    │
│                                                           │
│                                                           │
│               1.  Individual Fiscal Month/Year            │
│               2.  System Files                            │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│               0.  Return to Previous Menu                 │
│                                                           │
│             Restore One Fiscal Month/Year's Files         │
│          Press <Esc> to Exit this Period Processing       │
│                                                           │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

2.2.2.1. Restore Individual Fiscal Month/Year - This option will read the backup files from a diskette and re-install them in the correct system sub-directory on hard disk.

The first message that is displayed to the User is:

```
┌─────────────────────────────────────────────────────┐
│   PLEASE ENTER THE FISCAL MONTH AND YEAR TO BE       │
│          RESTORED TO HARD DISK:                      │
│                FISCAL MONTH:                         │
│                FISCAL YEAR:                          │
└─────────────────────────────────────────────────────┘
```

The program will ask on which disk drive is the backup diskette:

```
┌──────────────────────────────┐
│   ENTER THE DISK DRIVE:       │
└──────────────────────────────┘
```

After the User types "A" or "B" the following message is displayed:

```
┌─────────────────────────────────────────────────────┐
│ PLACE THE BACKUP DISKETTE FOR mmyy IN DRIVE x        │
│     **  PRESS ANY KEY TO CONTINUE   **:              │
└─────────────────────────────────────────────────────┘
```

If the backup file was written on more than one diskette the system will prompt you to load the "last diskette in the set". The backup files will then be read from the diskette and written to the proper sub-directory on the hard drive. This message is displayed:

```
┌─────────────────────────────────┐
│ RESTORING mmyy DATA              │
│   **  PLEASE WAIT   **:          │
└─────────────────────────────────┘
```

When the data is completely copied to the hard drive the following message is displayed :

```
RESTORE FOR mmyy IS COMPLETE.  REMOVE DISKETTTE AND FILE
```

2.2.3. Re-index Database Files - If power is interrupted while working on FSM databases the Database index files can become corrupted. This does not mean that any data is lost. What it means is that some of the optional paths to that data have been destroyed. If this occurs a message indicating the Index files are not valid will be displayed to the User. To correct this problem the User has to re-index the database files.

Selection (3), Re-index Database Files, on the FSM System Utilities menu performs all processing necessary to reestablish the index files to the databases.

As the database index files are being rebuilt the following message will be displayed to the User:

```
CREATING < filename > INDEX FILE
 NUMBER OF RECORDS ARE nnnnn
          PLEASE WAIT
```

2.2.4. Edit Printer Controls - This option allows the User flexibility to specify control characters for any graphics printer attached to the FSM. The default printer controls are established for a Hewlett Packard LaserJet Series II or compatible. This process is invoked as selection (4), Edit Printer Controls, on the FSM System Utilities menu.

There are five formatting control sequences required by this system:

        €   Standard Portrait - 8.5" X 11", 10 characters per inch, sixty lines per page.

        €   Portrait Compressed - 8.5" X 11", 16.6 characters per inch, eighty lines per page.

        €   Landscape Compressed - 11" X 8.5" (sideways), 16.6 characters per inch, sixty lines per page.

        €   Legal/Landscape Compressed - 14" X 8.5" (sideways), 16.6 characters per inch, sixty lines per page.

        €   Reset Printer to default settings.

There is a printer control set-up field for each of these printout formats. In addition there is a set-up field for resetting the printer to its original default options.

In order for the system to use other printers, this process provides the capability to enter any set of escape (ESC) or control (CTL) characters necessary to control the printers attached to the system. Knowledge of the printer control sequences is necessary to use this process.

The process displays a window containing each of the printer control sequences, one at a time. Change the printer control sequence to meet the requirements of the printer attached to the system. If no changes are necessary to a particular set of control characters, press RETURN and, the next printer control window will appear.

After the RESET window is entered the program will return control to the FSM System Utilities menu. The following windows will appear, in sequence:

```
        ENTER THE LANDSCAPE CONTROL CODES
   .............................................................
```

```
   ENTER THE PORTRAIT COMPRESS CONTROL CODES

```

```
   ENTER THE PORTRAIT STANDARD CONTROL CODES
        .......................................................
```

```
   ENTER THE LEGAL COMPRESSED CONTROL CODES
        .......................................................
```

```
        ENTER THE RESET CONTROL CODES
            _____
```

2.2.5. Close/Compress Monthly Data - This option provides the ability to optimize hard disk storage by compressing databases that will not be used. The compression factor is as much as 5 to 1. By using this option the User can free up approximately 80% of the disk storage required to store any given processing month's databases.

When this process is run for a specified processing month all the files in that processing month's sub-directory are compressed and encrypted into one file. All other data files are deleted from the sub-directory. (The compressed file is the one that is copied to diskette by the backup procedure.) The compressed file resides on the hard disk until the User wishes to perform processing on that month again. When the compressed file is present in a processing month's sub-directory the processing month is considered "closed".

When this option is selected the following message is displayed:

```
   PLEASE  ENTER THE FISCAL MONTH AND YEAR TO BE CLOSED
        FISCAL MONTH:     FISCAL YEAR:
```

The program checks for the existence of a sub-directory for the selected Fiscal Month and Year and, if it is not present, displays the following message:

```
      THIS FISCAL MONTH mmyy DOES NOT EXIST
         ** PRESS ANY KEY TO CONTINUE   **:
```

If the sub-directory exists but the processing month's data has alrady been "closed" the following message is displayed:

```
┌─────────────────────────────────────────────────────────┐
│    THIS FISCAL MONTH mmyy HAS ALREADY BEEN CLOSED        │
│         **   PRESS ANY KEY TO CONTINUE   **              │
│                                                          │
└─────────────────────────────────────────────────────────┘
```

If the selected processing month can be "closed" the following message is displayed:

```
┌─────────────────────────────────────────────────┐
│                                                  │
│   THIS UTILITY WILL COMPRESS AND ENCRIPT A mmyy  │
│   MONTHS DATA FILES.  IT WILL TAKE APPROXIMATELY │
│   10-15 MINUTES OF PROCESSING TIME.              │
│        DO YOU WISH TO CONTINUE?  Y/N             │
│                                                  │
└─────────────────────────────────────────────────┘
```

The name of each database file in the sub-directory is displayed on the screen as it is processed and added to the compressed file.

2.2.6. Pack Deleted Records on Databases - This option physically removes all the records that have been "marked" for deletion on various database tables within the system. The Preformatted Adjustments Library, the Recurring Adjustments Library, the Multi-column Report Definition Library and the R07, T21 and USSGL Tables are processed by this program.

"Packing" a database involves copying all the current (not deleted) records in a database into another database area. This program cannot physically delete records, or "pack" a database file if that file is in use by someone else. This can occur if the FSM is installed on a network. The System Administrator is the only User allowed access to this function. As the program attempts to "pack" a database file it will lock that file for access by other Users. If the file is already in use the program will display the following message:

```
┌──────────────────────────────────────────────┐
│   CANNOT PACK THE xxxxxxxx.DBF DUE TO         │
│        ACCESS BY OTHER USERS                  │
│ **   PRESS ANY KEY TO CONTINUE   **           │
│                                               │
└──────────────────────────────────────────────┘
```

The program will continue to try to pack the other databases that require packing and skip the database in use. The System Administrator can run the packing process at another time when there are no users on the system.

While the databases are being packed the following message is displayed:

```
┌────────────────────────────────────┐
│  PACKING THE DATABASES             │
│    **   PLEASE WAIT  **             │
│                                     │
└────────────────────────────────────┘
```

2.3. FSM Security Processes - These functions tie in with the security software from Pyramid Corporation (PC/DACS). They provide the User the capability to define valid FSM System User-IDs and to assign one of three Access Level codes to each valid user. The FSM Security Processes consist of two separate functions:

> 1. Security Table Maintenance
> 2. Security Table Changes Report

These two processes are selections (7) and (8) respectively from the FSM MAIN MENU. Only Access Level 1 users are allowed to use these functions. Because of this there should be no more than two Access Level 1 users assigned to the system. One is the primary System Administrator and the second would be an Assistant Administrator as a backup to the System Administrator.

Access Level 1 users have the ability to add new User IDs to the security table, delete Users from the Security Table, change user access level, and access all processes.

Access Level 2 gives a user access to all processes except the security table.

Access Level 3 denies access to:

> FSM Monthly Database Build
> FSM Utilities
> Send to Treasury via PCLink
> Security Table

2.3.1. Security Table Maintenance - A person with access level 1 can create agency unique user IDs on the security table by choosing selection 7 from the FSM Main Menu, Security Table Maintenance.

The following data fields are displayed in columns on the screen:

> LOGIN_ID
> USER_NAME
> ACC_LVL
> DATE
> TIME
> USER_ID

To select a specific record to be changed or deleted position the cursor on that record using the PAGE UP, PAGE DOWN, UP (€) or DOWN (€) arrows.

The program has five action options:

a. **<ESC> or Q = QUIT** - This option exits the program. All changes made up to this point will be saved to the databases and the audit trail files.

b. **A = ADD** - This option adds a new record to the table. If the (A)dd function is selected the data entry screen is displayed with all the data fields on the table listed. The data fields that have default values and do not have to be entered by the User will contain the default values. The data entry screen appears as follows:

```
┌─────────────────────────────────┐
│      S E C U R I T Y   T A B L E │
│         M A I N T E N A N C E    │
└─────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────┐
│                                                           │
│   L O G I N   I D      ┌┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┐                   │
│   U S E R _ N A M E   ┌┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┐                  │
│   A C C _ L V L        ┌┈┈┈┈┐                              │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

The following edits are performed:

      (1) LOGIN_ID must be unique. If not unique the following message is displayed:

```
┌──────────────────────────────────────────┐
│        DUPLICATES NOT ALLOWED            │
│        LOGIN ID ALREADY EXISTS           │
│   **  PRESS ANY KEY TO CONTINUE   **     │
└──────────────────────────────────────────┘
```

      (2) ACC_LVL must be a value of 1, 2 or 3. If an invalid code was entered the following message is displayed:

```
┌──────────────────────────────────────────┐
│      VALID ENTRIES ARE 1, 2 OR 3         │
│   **   PRESS ANY KEY TO CONTINUE   **    │
└──────────────────────────────────────────┘
```

      c. **C = CHANGE** - This option displays the existing data for a table entry in the same format for an ADD. The program allows the User to change only all fields that were entered in the ADD function except LOGIN_ID. The same edits as defined for the ADD function apply.

      d. **D = DELETE** - When this option is selected the data for the line selected is displayed in the same format as the ADD function. The following message is displayed on the screen:

```
┌──────────────────────────────────────────┐
│  WARNING: RECORD WILL BE DELETED         │
│    DO YOU WISH TO CONTINUE: Y/N          │
└──────────────────────────────────────────┘
```

Typing "Y" (yes) will delete the record from the table. Typing "N" (no) will return to the table display screen.

      e. **P = PRINT** - This option prints a complete hard copy listing of the table.

2.3.2. Security Table Changes Report - All changes made to the SECURITY database by the Security Table Maintenance process will be logged in an audit trail file. This function prints a hard copy report of that audit trail.

To print the Security Table Changes Report select option (8) from the FSM MAIN MENU.

The report shows all the additions, changes and deletions made to the Security table by the User. All changes are listed in DATE and TIME sequence. The report lists the DATE, TIME and USER ID and TYPE CHNG code. The TYPE CHNG codes are:

> A = Added record
> O = Old values for changed record
> N = New values for changed record
> D = Deleted record

All data fields in the Security Table will be listed on the report. The report format is as follows:

```
                              DAFIS FINANCIAL STATEMENTS MODULE           RIS NUMBER: FSM-FS01
                                  TABLE CHANGES REPORT                    RUN DATE:      01/13/92
                                  TABLE_ID : SECURITY                     RUN TIME:      10:51:45
                                                                          PAGE NUMBER:        1


                  USER    TYP    LOGIN    ACCESS
DATE     TIME     ID      CHNG   ID       LEVEL     USER NAME
1/13/92  10:30    XXXXXX   A     AAAAA    2         HERB ZIMMERMAN

1/13/92  10:31    XXXXXX   O     AAAAA    2         HERB ZIMMERMAN
1/13/92  10:31    XXXXXX   N     AAAAA    1         HERB ZIMMERMAN - SYSTEM ADMIN

1/13/92  10:33    XXXXXX   D     FSMADM   1         HERB ZIMMERMAN - SYSTEM ADMIN
```

SECTION 3 - FSM REPORT GENERATION FUNCTIONS

3.0. Introduction - The FSM Report Generation Functions are designed to allow the User to easily review, adjust and generate the month-end and Fiscal Year-end Financial Reports and supporting statements. The Report Generation Functions are invoked by selections 1 through 4 on the FSM Main Menu as shown below.

```
┌─────────────────────────────────────────────────────────────┐
│           ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄           │
│                          ┌──────────────┐                    │
│   FISCAL MONTH XX        │  MAIN MENU   │      FISCAL YEAR XX │
│                          └──────────────┘                    │
│                                                              │
│                                                              │
│            1.   FSM Adjustment Process                       │
│            2.   FSM Trial Balance Display/Report             │
│            3.   SF-133 Process                               │
│            4.   SF-220 Process                               │
│           ┌─────────────────────────────────┐               │
│           │ 5.   FSM Monthly Database Build  │               │
│           │ 6.   FSM Utilities               │               │
│           └─────────────────────────────────┘               │
│            7.   Security Table Maintenance                   │
│            8.   Security Table Changes Report                │
│            9.   Annual CFO Report Process                    │
│            0.   EXIT FSM System                              │
│                                                              │
│                                                              │
│            xxxxx  Selection Help Message xxxxx               │
│                                                              │
│          Press <ESC> to Exit This Period Processing          │
└─────────────────────────────────────────────────────────────┘
```

The four FSM Report Generation Functions are:

a. FSM Adjustment Process - Adjustments can be made to the DAFIS General Ledger totals via the FSM Adjustment Process. This process includes the ability to enter free form adjustments, recurring adjustments and pre-formatted adjustments. It also includes the ability to enter amounts from external SF-133s and SF-220s which will be added to the final SF-133s or SF-220s. The adjustment process provides a total audit trail of all adjustments made to DAFIS totals and hard copy reports of all adjustments. This process also provides the capability to review all adjustments entered for a given processing month via an online display. An automated adjustment reversal process is also included.

b. FSM Trial Balance Display/Report Process - The Trial Balance features of the FSM provide the capability to generate Trial Balance reports at the Region, APPROP Code or Treasury Symbol levels. It will display the Trial Balance information on a terminal for User viewing or it will provide a hard copy Trial Balance report. Trial Balance totals include any adjustments entered into the system via the FSM Adjustment Process.

c. SF-133 Process - The primary feature of the SF-133 process is online review of the SF-133 report by Treasury Symbol. It provides an online interface with the FSM Adjustment process allowing entry of adjustments from within the online SF-133 display. Other features of this process include the ability to generate a "custom", signature-ready, hard copy SF-133 reports. The process also provides the capability to generate a transmission data file of SF-133 data that can be transmitted to Treasury via the SEND TO TREASURY VIA PCLINK function described in Section 1.4.3.

d. SF-220 Process - This process provides the same online review features as defined for the SF-133 for all the SF-220 Series reports. It also provides an online interface to the FSM Adjustment process. This process produces hard copy, signature-ready, SF-220 reports at Fund Type (OMB ID) roll-up as well as consolidated reports incorporating all Fund Types. The capability to electronically transmit SF-220 report data to Treasury is also included in this process.

3.1. FSM Adjustment Process - The FSM Adjustment process is selected as Selection (1) from the FSM MAIN MENU. It calls up the Adjustment Process menu as shown below.

```
        ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX        ADJUSTMENT          FISCAL YEAR XX
                         PROCESS


            1. Preformatted Adjustment
            2. Open Format Adjustment
            3. External Adjustment
            4. Preformatted Adjustments Library Maintenance
            5. Adjustment Audit Trail Report - Trans. # Order
            6. Adjustment Audit Trail Report - Treas. Symbol Order
            7. Adjustment Audit Trail Report - Single Treas. Symbol
            8. Adjustment Audit Trail Report - Auditors Report
            9. Adjustment Query/Reversal
            0. Return to Previous Menu

                 xxxxx  Selection Help Message  xxxxx



        Press <ESC> to Exit This Period Processing
```

    NOTE: ******* IMPORTANT   *******
     Read Attachment A - RECONCILIATION/YEAR-END CLOSING PROCEDURES FOR
               DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM (DAFIS) AND
     THE FINANCIAL STATEMENTS MODULE (FSM).

3.1.1. DAFIS Financial Statements Module Adjustment Input Form - All adjustments made to the FSM, **MUST** be entered into DAFIS via DAFIS online transactions. To facilitate the entry of DAFIS transactions which duplicate the adjustments in FSM and to provide an adequate "paper trail", the following DAFIS Adjustment form must be filled in for each adjustment:

DAFIS
FINANCIAL STATEMENTS MODULE
ADJUSTMENT INPUT FORM

DATE: _____   CONTROL NO.: _____

TREASURY SYMBOL: [   ]

APPROP: [   ]   LIM: [   ]   ALLOT: _____   IND: _____

AGENCY: _____   RGN/DIST: [   ]

DOCUMENT ID: _____

COST CENTER: _____   PROGRAM ELEMENT: _____

OBJECT CLASS: _____ P/G: _____ SYSTEM DATA: _____

BRIEF DESCRIPTION:

[   ]

(LONG DESCRIPTION ON ATTACHED FORM)

REGY/YTD: [   ]   CAT CODE: [   ]   DAFIS TRANSACTION CODE: _____

G/L ACCT	NORM BAL	DEBIT AMOUNT	CREDIT AMOUNT

_____   _____
(PREPARED)   (APPROVED)

DAFIS
FINANCIAL STATEMENTS MODULE
ADJUSTMENT INPUT FORM

LONG DESCRIPTION

DATE: _____   CONTROL NO.: _____

3.1.2. Preformatted Adjustment - This process allows the User to post an adjustment to the current month's totals using a preformatted adjustment. This adjustment will contain a preformatted list of General Ledger Accounts to which the User will add the dollar amounts.

This process is executed as Selection (1) on the FSM Adjustment Process.

Preformatted Adjustments are used when it is necessary to enter the same type of adjustment to several Treasury Symbols. For example:

> Debit 11AX
> Credit 14AX
> Debit 45AX
> Credit 46AX

These preformatted adjustments are set up on the Adjustment Library, initially, via the Open Format Adjustment process (see Section 3.1.3 below) and can be used by this process whenever needed.

The first screen that is displayed to the user is the Treasury Symbol selection screen:

```
          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH  XX                                      FISCAL YEAR XX
   Transaction #:              FSM            Fiscal Month:  xx
   Date:        mm/dd/yy     ADJUSTMENTS      Fiscal Year:   xx


          Treasury Symbol:  :...................:
                            :...................:


                  Treasury Symbol

                  00000000000000000
                  69X8107
                  690/48106
                  6908104
                  6911301
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen as shown above.

Move the cursor to the Treasury Symbol desired and press ENTER. The Treasury Symbol selected will appear in the upper left side of the Adjustments screen. The Approp Code entry field will appear and the cursor will be placed in that field.

```
┌──────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄             │
│ FISCAL MONTH  XX                              FISCAL YEAR XX       │
│   ┌─────────────────────┬──────────────┬──────────────────────────┤
│    Transaction #:        │    FSM       │ Fiscal Month:  xx        │
│    Date:       mm/dd/yy  │  ADJUSTMENTS │ Fiscal Year:   xx        │
│    Treasy: xxxxxxxxxxx   │              │                          │
│                          └──────────────┘                         │
│                                   Approp Code: ┌ ─ ─ ─ ┐          │
│                                                └ ─ ─ ─ ┘          │
│                                      ┌─────────────────────┐      │
│                                      │     APPROP CD        │      │
│                                      ├─────────────────────┤      │
│                                      │      WOT            │      │
│                                      │      083            │      │
│                                      └─────────────────────┘      │
└──────────────────────────────────────────────────────────────────┘
```

Enter the desired APPROP Code. If a blank or invalid APPROP Code is entered the system will provide a list of valid APPROP Codes for that Treasury Symbol (in a window).

After the APPROP Code is validated the rest of the data fields for the adjustments screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄             │
│ FISCAL MONTH  XX                              FISCAL YEAR XX       │
│   ┌─────────────────────┬──────────────┬──────────────────────────┤
│    Transaction #:        │    FSM       │ Fiscal Month:  xx        │
│    Date:       mm/dd/yy  │  ADJUSTMENTS │ Fiscal Year:   xx        │
│    TREASY: xxxxxxxxxxx   │              │                          │
│                          └──────────────┘                         │
│                                   Approp Code:  WOT               │
│                                                                    │
│   Description  ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐      │
│               └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘      │
│   Adjust BEG or YTD balance: ┌ ─ ─ ┐                              │
│                              └ ─ ─ ┘                              │
│   Cat Code: ┆┆    Limitation: ┌ ─ ─ ┐    Rgn/Dist: ┆┆            │
│                               └ ─ ─ ┘                             │
│   Fund Type: x    Exp Approp: x    Type Approp: x                 │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

Enter the following information:

        a. Description - This field is a short, 60 character description of the adjustment. Something must be entered in this field. If the field is left blank the following error message is displayed:

```
┌──────── <<ERROR>> ─────────┐
│ ADJUSTMENT DESCRIPTION MUST BE ENTERED │
│     ** Press Any Key To Continue **    │
│                                        │
└────────────────────────────────────────┘
```

Once a valid 'short' description is entered, the program will bring up the Long Description window where the User can enter a full description of the adjustment. The Long Description is limited to 32,000 characters. Press ESC if no Long Description is desired, or enter the Long Description and press CTRL-W to save it.

b. BEG or YTD - Adjustments can be made to beginning balances or YTD balances. Enter BEG or YTD. If neither is entered the following message is displayed:

```
           << E R R O R >>
      ONLY BEG OR YTD IS ALLOWED
      ** Press Any Key To Continue  **
```

c. Cat Code - Category Code. The same codes as used in the R07 Table are entered in this field. Valid values are blank, A or B. This will be required for Treasury Symbol adjustments (APPROP Code = blank). It will be automatically filled in from the R07 Table.

d. Limitation - Valid APPROP/LIM code. Must be on the R07 Table with the APPROP Code. Can be blank.

e. Rgn/Dist - Region/District Code. Can be blank.

```
NOTE:
    MOVEMENT BETWEEN FIELDS IS ACCOMPLISHED WITH
THE UP ARROW <€> DOWN ARROW (€) OR <ENTER> KEYS.
```

The Fund Type, Exp Approp and Type Approp data field will be filled in automatically from the R07 Table.

After all data fields are entered the following message will appear:

```
PROCEED TO NEXT SCREEN? Y/N.
```

If you wish to continue with the adjustment type Y. If you wish to make changes to data on this screen type N. If N is typed the cursor will return to the APPROP Code field.

If Y is typed the following message will be displayed:

```
LIBRARY NUMBER        0
```

Enter the Preformatted Adjustment Library number and press ENTER. If no number is entered a window will appear with the Adjustment Library numbers of all preformatted adjustments along with the short description of the adjustment:

```
 SEQ           DESCRIPTION

   3        Adjust Year-end closing balances for ......
   7        Adjust Beginning Balances for ......
```

Move the cursor to the Adjustment Library Number for the preformatted adjustment desired and press ENTER. The FSM ADJUSTMENTS screen will then be displayed with the preformatted adjustment G/L Accounts. There will be zeros in all amounts.

```
┌─────────────────────────────────────────────────────────────┐
│          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄           │
│                                                               │
│  FISCAL MONTH  XX          ┌──────────────┐  FISCAL YEAR XX  │
│                            │     FSM      │                   │
│   Adj.  Library#:          │ ADJUSTMENTS  │  Fiscal Month: xx │
│   Date:       mm/dd/yy     │              │  Fiscal Year:  xx │
│   TREASY: xxxxxxxxxxxx      └──────────────┘  Balance: YTD    │
│                                                               │
│   1 ACCT:11AX NORM: CR DEBIT:       0        CREDIT:       0  │
│                                              CREDIT:       0  │
│   2 ACCT:46AX NORM: DR DEBIT:       0        CREDIT:       0  │
│   3 ACCT:46AY NORM: CR DEBIT:       0        CREDIT:       0  │
│   4 ACCT:12BA NORM: DR DEBIT:       0                         │
│    PRESS Esc TO RECORD ADJUSTMENT             BALANCE =    0  │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Enter the DEBIT and CREDIT amounts on each line. Key in the debit amount and press ENTER. The ENTER key alone will cause zero (0) to be entered and the cursor will move to the CREDIT field. Enter the credit amount or ENTER. If both a debit and credit are entered the following error message will be displayed:

```
┌──────<<ERROR>>──────────────┐
│                             │
│ EITHER DEBIT OR CREDIT IS ALLOWED │
│   ** Press Any Key to Continue ** │
│                             │
└─────────────────────────────┘
```

The cursor will return to the CREDIT field. One of the fields must contain zeros (0.00) before the entry will be accepted. If both amount fields contain zero the following message is displayed.

```
┌──────<<ERROR>>──────────────┐
│                             │
│ MUST ENTER DEBIT OR CREDIT AMOUNT │
│   ** Press Any Key To Continue ** │
│                             │
└─────────────────────────────┘
```

As each amount is entered the BALANCE in the lower right corner will be updated. DEBITS are added and CREDITS are subtracted. As long as the balance is not zero the following message will appear in place of the **BALANCE=**.

DR AND CR DO NOT BALANCE=

To save an adjustment press the ESC key.

If the **BALANCE is not zero** (0) the adjustment cannot be saved and the following message will be displayed:

```
┌─────────────────────────────────┐
│ ADJUSTMENT BALANCE IS NOT ZERO   │
│      CANNOT SAVE ADJUSTMENT      │
│ **  PRESS ANY KEY TO CONTINUE  ** │
└─────────────────────────────────┘
```

When a key is pressed the following message is displayed:

```
┌──────────────────────────────────────────────────────────┐
│   DO YOU WANT TO GO BACK TO PREVIOUS SCREEN?  Y/N        │
└──────────────────────────────────────────────────────────┘
```

If the answer is Yes (Y) the program will display the first screen where the APPROP Code, Description, etc. can be reentered. If the answer is No (N) the following message is displayed:

```
┌──────────────────────────────────────────┐
│   DO YOU WANT TO EXIT ADJUSTMENT?  Y/N.  │
└──────────────────────────────────────────┘
```

If the answer is Yes (Y) the program will exit the adjustment program and return to the menu. If the Answer is No (N) the program will return to the adjustment entry screen where you can make changes to the amounts, add additional G/L accounts, etc.

If the **BALANCE is zero** and ESC is pressed the following message is displayed:

```
┌──────────────────────────────────────────┐
│   DO YOU WANT TO SAVE ADJUSTMENT?  Y/N   │
└──────────────────────────────────────────┘
```

A NO (N) answer will then prompt the user if they want to go back to the previous screen, exit the adjustment or continue to make entries to the adjustment as described above. A YES (Y) answer will cause the program to perform the Budgetary, Statistical and Proprietary account edits below:

Budgetary, Statistical and Proprietary Account Edits:

The first thing the program does, when saving an adjustment is an edit to ensure that the three categories of accounts, Budgetary (4xxx), Statistical (9xxx) and Proprietary (all others) have zero balances. Each of these categories must have debits that equal credits. If there is an out of balance condition the following message will appear:

```
┌──────────────────────────────────────────────────────┐
│   xxxxxxxxxxx ACCOUNTS ARE OUT OF BALANCE            │
│              BY 9,999,999,999                        │
│       **   PRESS ANY KEY TO CONTINUE   **           │
└──────────────────────────────────────────────────────┘
```

> **xxxxxxxxxxx = "BUDGETARY", "STATISTICAL" or "PROPRIETARY" for**
> **whichever account type is out of balance**

If an out of balance condition exists within one of the account types the program asks the user if they wish to go back to the previous screen, exit the adjustment or make correcting entries to the adjustment as described above.

If all types of accounts are in balance the program continues to process the adjustment.

Fiscal Month 12 Test:

In Fiscal Month 12 all adjustments will be posted against both the pre-closing (MASTDETL) and the post-closing (POSTDETL) balances unless the User specifically directs the adjustment to be posted against post-closing balances only. The following message is displayed:

```
┌──────────────────────────────────────────────────────────────┐
│  DO YOU WANT TO POST ADJUSTMENT TO POST-CLOSING ONLY?  Y/N   │
└──────────────────────────────────────────────────────────────┘
```

If the answer is YES (Y) the adjustment is posted to the post-closing totals database (POSTDETL) only.

> NOTE: Adjustments to post-closing totals only
> will be "flagged" on all adjustment
> detail and audit reports with a "P" to
> the left of the adjustment transaction
> number.

Creating a Recurring Adjustment

In every processing month except Fiscal Month 12 the User will be given the opportunity to have the adjustment, just entered, stored in the Recurring Adjustments library for carrying forward to other processing months. Adjustments entered in Fiscal Month 12 cannot be carried forward to the next fiscal year. The following message is displayed.

> DO YOU WANT THIS TO BE A RECURRING ADJUSTMENT? Y/N

If the answer is Yes (Y), the program will store the entire adjustment with the G/L Accounts, amounts and the same description as entered on the first screen, in the Recurring Adjustment Library. If the answer is No (N), the program continues processing.

Saving the Adjustment

As adjustment transactions are recorded to the MASTDETL and/or the POSTDETL database(s) they are assigned the next sequential adjustment transaction number (which appears in the upper left corner of the adjustment screen). The program also updates the Report Summary Database records (SF-133, SF-220 Series Reports and CFO Reports if present) for the Treasury Symbol being adjusted. Once all processing is complete the program returns to the ADJUSTMENT PROCESS MENU screen.

Getting Out Without Saving an Adjustment

If the Adjustment is not to be saved answer No (N) to the DO YOU WANT TO SAVE ADJUSTMENT? question. The following message is then displayed:

> DO YOU WANT TO GO BACK TO PREVIOUS SCREEN? Y/N

If the answer is Yes (Y) the program will display the first screen where the APPROP Code, Description, etc. can be reentered. If the answer is No (N) the following message is displayed:

> DO YOU WANT TO EXIT ADJUSTMENT? Y/N

If the answer is Yes (Y) the program will exit the adjustment program and return to the menu. If the Answer is No (N) the program will return to the adjustment entry screen where you can make changes to the amounts, add additional G/L accounts, etc.

3.1.3. Open Format Adjustment - This process allows the User to create and post an adjustment to the current month's totals. It will also allow the user to save the new adjustment as either a recurring or a preformatted adjustment.

This process is executed as Selection (2) on the FSM Adjustment Process.

The Open Format Adjustment process is used to create one-time adjustments, recurring adjustments and preformatted adjustments. The adjustment is entered and edited and then the User is given options to save the adjustment in the Adjustment Library as a preformatted adjustment, a recurring adjustment or both. The adjustment, as entered, will also be posted to the current month's totals.

The processing for Open Format Adjustments is identical to the Preformatted Adjustments as described above except that there is no predefined list of General Ledger Accounts displayed on the second screen. The User is also not prompted to select a LIBRARY NUMBER since the purpose is to enter an open format adjustment.

After entering the APPROP Code, Description, etc on the first screen the second input screen is displayed with one blank entry line as follows:

```
            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH  XX                                FISCAL YEAR XX
 ┌─────────────────────┬──────────────┬──────────────────────────
 Adj. Library#:        │    FSM       │ Fiscal Month:  xx
 Date:      mm/dd/yy   │ ADJUSTMENTS  │ Fiscal Year:   xx
 TREASY: xxxxxxxxxxxx  │              │ Balance:  YTD
                       └──────────────┘
        ┌┄┄┄┄┐    ┌┄┄┄┄┐                 CREDIT:            0
        ┆    ┆    ┆    ┆
    A   └┄┄┄┄┘    └┄┄┄┄┘
 1   CCT     NORM:    DEBIT:        0
        ┌──────────────────────────┐
        │ DAFIS GLA NAME           │
        │                          │
        │ 11AX  UNDEPOSITED COLL   │
        │ 11BX  IMPR FDS/CASHIER FDS│
        │ 13AA  A/R REIMB UNBILL GOV│
        └──────────────────────────┘

                                      BALANCE    =  0.00
```

The transaction number will automatically start at 1 and be incremented as more adjustment transactions are entered for the adjustment. Enter the General Ledger account number in ACCT. This field will be edited against the T21 Table. If it doesn't match the entries on the T21 table, a window will be displayed with all the valid General Ledger Accounts (as shown above). Move the cursor to the selected GLA and press ENTER. The GLA will appear in the ACCT field. Once a valid ACCT is selected the normal balance (DR or CR) will appear next to NORM and the cursor will move to the DEBIT field. Key in the debit amount and press ENTER. The ENTER key alone will cause zero (0.00) to be entered and the cursor will move to the CREDIT field. Enter the credit amount or ENTER. If both a debit and credit are entered the following error message will be displayed:

```
 ┌───────<< ERROR >>───────┐
 │                          │
 │ EITHER DEBIT OR CREDIT IS ALLOWED │
 │   ** Press Any Key to Continue ** │
 │                          │
 └──────────────────────────┘
```

The cursor will return to the CREDIT field. One of the fields must contain zeros (0.00) before the entry will be accepted. If both amount fields contain zero the following message is displayed:

```
 ┌───────<< ERROR >>───────┐
 │                          │
 │ MUST ENTER DEBIT OR CREDIT AMOUNT │
 │   ** Press Any Key To Continue ** │
 │                          │
 └──────────────────────────┘
```

Once the entry is accepted the BALANCE will be displayed on the bottom right side of the screen. (DEBITS are added and CREDITS are subtracted from this balance.) As long as the balance is not equal zero the following message will appear in front of the BALANCE:

DR AND CR DO NOT BALANCE = $

To save an adjustment press the ESC key.

If the **BALANCE is not equal zero** (0.00) the following message will be displayed:

```
ADJUSTMENT BALANCE IS NOT ZERO
    CANNOT SAVE ADJUSTMENT
**   PRESS ANY KEY TO CONTINUE  **
```

When a key is pressed the following message is displayed:

```
DO YOU WANT TO GO BACK TO PREVIOUS SCREEN?  Y/N
```

If the answer is Yes (Y) the program will display the first screen where the APPROP Code, Description, etc can be reentered. If the answer is No (N) the following message is displayed:

```
DO YOU WANT TO EXIT ADJUSTMENT?  Y/N
```

If the answer is Yes (Y) the program will exit the adjustment program and return to the menu. If the Answer is No (N) the program will return to the adjustment entry screen where you can make changes to the amounts, add additional G/L accounts, etc.

If the BALANCE is equal to zero and ESC is pressed the following message is displayed:

```
DO YOU WANT TO SAVE ADJUSTMENT?  Y/N
```

A NO (N) answer will then prompt the user if they want to go back to the previous screen, exit the adjustment or continue to make entries to the adjustment as described above. A YES (Y) answer will cause the program to perform the Budgetary, Statistical and Proprietary account edits below:

Budgetary, Statistical and Proprietary Account Edits:

The first thing the program does, when saving an adjustment is an edit to ensure that the three categories of accounts, Budgetary (4xxx), Statistical (9xxx) and Proprietary (all others) have zero balances. Each of these categories must have debits that equal credits. If there is an out of balance condition the following message will appear:

```
xxxxxxxxxxx ACCOUNTS ARE OUT OF BALANCE
             BY 9,999,999,999
**   PRESS ANY KEY TO CONTINUE   **
```

   **xxxxxxxxxx = "BUDGETARY", "STATISTICAL" or "PROPRIETARY" for
           whichever account type is out of balance**

If an out of balance condition exists within one of the account types the program asks the user if they wish to go back to the previous screen, exit the adjustment or make correcting entries to the adjustment as described above.

Creating a Preformatted Adjustment

If all types of accounts are in balance the program continues to process the adjustment by asking the User if this adjustment is to be saved as a Preformatted Adjustment Library entry for later use. The following message is displayed.

> DO YOU WANT THIS TO BE A PREFORMATTED ADJUSTMENT? Y/N

If the answer is Yes (Y) the user is prompted to enter up to 60 characters as a DESCRIPTION for the Preformatted Adjustment and then the adjustment is stored in the Preformatted Adjustment Library.

Fiscal Month 12 Test:

In Fiscal Month 12 all adjustments will be posted against both the pre-closing (MASTDETL) and the post-closing (POSTDETL) balances unless the User specifically directs the adjustment to be posted against post-closing balances only. The following message is displayed:

> DO YOU WANT TO POST ADJUSTMENT TO POST-CLOSING ONLY? Y/N

If the answer is YES (Y) the adjustment is posted to the post-closing (POSTDETL) database totals only.

> NOTE: Adjustments to post-closing totals only
>   will be "flagged" on all adjustment
>   detail and audit reports with a "P" to
>   the left of the adjustment transaction
>   number.

Creating a Recurring Adjustment

In every processing month except Fiscal Month 12 the User will be given the opportunity to have the adjustment, just entered, stored in the Recurring Adjustments library for carrying forward to other processing months. Adjustments entered in Fiscal Month 12 cannot be carried forward to the next fiscal year. The following message is displayed.

> DO YOU WANT THIS TO BE A RECURRING ADJUSTMENT? Y/N

If the answer is Yes (Y), the program will store the entire adjustment with the G/L Accounts, amounts and the same description as entered on the first screen, in the Recurring Adjustment Library. If the answer is No (N), the program continues processing.

Saving the Adjustment

As adjustment transactions are recorded to the MASTDETL and/or the POSTDETL (fiscal month 12 only) database(s) they are assigned the next sequential adjustment transaction number (which appeared in the upper left corner of the adjustment screen). The program also updates the Report Summary Database records (SF-133 and SF-220 Series Reports, if present) for the Treasury Symbol being adjusted. Once all processing is complete the program returns to the ADJUSTMENT PROCESS MENU screen.

Getting Out Without Saving an Adjustment

If the Adjustment is not to be saved answer No (N) to the DO YOU WANT TO SAVE ADJUSTMENT? question.   The following message is then displayed:

```
DO YOU WANT TO GO BACK TO PREVIOUS SCREEN?  Y/N
```

If the answer is Yes (Y) the program will display the first screen where the APPROP Code, Description, etc can be reentered. If the answer is No (N) the following message is displayed:

```
DO YOU WANT TO EXIT ADJUSTMENT?  Y/N
```

If the answer is Yes (Y) the program will exit the adjustment program and return to the menu. If the Answer is No (N) the program will return to the adjustment entry screen where you can make changes to the amounts, add additional G/L accounts, etc.

3.1.4. External Adjustments - This process allows the User to enter External SF-133, SF-220 Series Reports and CFO Report adjustments. The External Adjustments Process is selection (3) on the Adjustments Process Menu. The External Adjustment feature is used for several reasons:

        a. Often Agencies transfer portions of appropriations to other Government Agencies for special programs, etc. These Agencies send an external SF-133 and/or SF-220 to the originating agency who is responsible for the appropriation. These figures must be included in the final SF-133 and/or SF-220s for the appropriation.

        b. Often figures are received from external documents such as the SF-132 which are not included in DAFIS. An example would be line 13B of the SF-133, "Obligated Balance Transferred, net (+ or -)". This amount is obtained from the determination order (DO).

        c. Rounding may cause lines 7 and eleven, on the SF-133, to be out of balance by as much as $1 to $2 dollars when trying to transmit an SF-133 to Treasury. External adjustments can be used to adjust for the rounding factor.

Since External adjustments can be applied to any of the standard monthly and annual reports an additional menu is displayed to allow the User to select which report is to be adjusted with an External adjustment. The menu is as follows:

```
┌─────────────────────────────────────────────────────────────┐
│            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄          │
│                  ┌──────────────────────────┐                │
│  FISCAL MONTH XX │   EXTERNAL ADJUSTMENT    │ FISCAL YEAR XX │
│                  │         PROCESS          │                │
│                  └──────────────────────────┘                │
│                                                              │
│                                                              │
│               1. External SF-133 Adjustment                  │
│               2. External SF-220 Adjustment                  │
│               3. External SF-2108 Adjustment                 │
│               4. External CF01 Adjustment                    │
│               5. External CF02 Adjustment                    │
│               6. External CF03 Adjustment                    │
│               7. External CF04 Adjustment                    │
│               0. Return To Previous Menu                     │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                 Enter External SF-133 Amounts                │
│           Press <Esc> to Exit this Period Processing         │
│                                                              │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

The User selects the report for which an External adjustment is to be entered from the EXTERNAL ADJUSTMENT PROCESS menu.

The External Adjustment program first requests the Treasury Symbol for the External adjustment as follows:

```
┌─────────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                 │
│                                                                       │
│  FISCAL MONTH  XX                                    FISCAL YEAR XX    │
│              ┌─────────────────────────────┐                          │
│              │     EXTERNAL ADJUSTMENTS     │                          │
│              │          PROCESS             │                          │
│              └─────────────────────────────┘                          │
│                                                                       │
│         ┌────────────────────────────────────────────┐                │
│         │  Treasury Symbol:  ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐  │                │
│         │                    └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘  │                │
│         └────────────────────────────────────────────┘                │
│                     ┌──────────────────────────┐                      │
│                     │      Treasury Symbol      │                      │
│                     │                           │                      │
│                     │  00000000000000000        │                      │
│                     │  69X8107                  │                      │
│                     │  690/48106                │                      │
│                     │  6908104                  │                      │
│                     │  6911301                  │                      │
│                     │                           │                      │
│                     │                           │                      │
│                     └──────────────────────────┘                      │
└─────────────────────────────────────────────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen.

Move the cursor to the Treasury Symbol desired and press ENTER. The Treasury Symbol selected will appear in the upper left side of the Adjustments screen.

Once the Treasury Symbol has been entered the program checks the proper Report Summary Database for any existing External adjustment records. If there are no External adjustment records present for that Treasury Symbol on the selected report's summary database the following message is displayed:

```
┌─────────────────────────────────────────────────────────┐
│  THERE ARE NO EXTERNALS FOR THIS TREASURY SYMBOL         │
│        DO YOU WANT TO ADD AN EXTERNAL?   Y/N             │
└─────────────────────────────────────────────────────────┘
```

If Y is entered the program prompts the User for a Description and then displays a blank report form screen for input. If N is entered control is returned to the menu.

If there are existing External adjustment records for the selected Treasury Symbol the program displays a selection of the External adjustments already entered for the selected report in a window as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│                                                                        │
│                                                                        │
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                  │
│                    ┌───────────────────────┐                           │
│  FISCAL MONTH XX   │  EXTERNAL ADJUSTMENTS  │     FISCAL YEAR XX        │
│                    │       PROCESS          │                          │
│                    └───────────────────────┘                           │
│                                                                        │
│                                                                        │
│            ┌─────────────────────────────────────────────┐            │
│            │  1    SPECIAL PROJECT WITH HUD               │            │
│            │  2    AMOUNTS FROM DO                        │            │
│            │                                             │            │
│            └─────────────────────────────────────────────┘            │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│   ┌────────────────────────────────────────────────────────────────┐  │
│   │ Use the cursor keys to select a record.  Press ESC or Q = QUIT │  │
│   │ A = Add, R = REVERSAL, V = View                                │  │
│   └────────────────────────────────────────────────────────────────┘  │
└──────────────────────────────────────────────────────────────────────┘
```

This screen has four action options:

a. **<ESC> or Q = QUIT** - This option will post all changes and terminate the External Adjustments Program. The program will return to the EXTERNAL ADJUSTMENT PROCESS menu screen.

b. **A = ADD** - This will add a new External adjustment record, for the selected Treasury Symbol, to the selected report summary database. The User will be prompted to enter a Description for the External adjustment as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                  │
│                    ┌───────────────────────┐                           │
│  FISCAL MONTH XX   │  EXTERNAL ADJUSTMENT   │     FISCAL YEAR XX        │
│                    │       PROCESS          │                          │
│                    └───────────────────────┘                           │
│                                                                        │
│              ENTER DESCRIPTION                                          │
│       ┌─────────────────────────────────────────────────────────┐     │
│       └─────────────────────────────────────────────────────────┘     │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Once the description is entered a blank report input screen, for the specific report selected, is displayed. The SF-133 report input screen is shown below as an example:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ Line                       EXTERNAL SF-133                                     │
│ No.        Treasury Symbol: 6901301                        UNEXPIRED           │
├─────────────────────────────────────────────────────────────┬───────────────┤
│   1.   │  BUDGET AUTHORITY:                                  │  $        0    │
│     A. │  APPROPRIATIONS REALIZED ------------------------   │  $        0    │
│     B. │  APPROPRIATIONS ANTICIPATED (INDEFINITE)            │  $        0    │
│     C. │  OTHER NEW AUTHORITY                                │  $        0    │
│     D. │  NET TRANSFERS ( + OR - ) -----------------------   │                │
│   2.   │  UNOBLIGATED BALANCE:                               │  $        0    │
│     A. │  BROUGHT FORWARD OCTOBER 1 ------------------       │  $        0    │
│     B. │  NET TRANSFERS ( + OR - )----------------------     │                │
│   3.   │  REIMBURSEMENTS AND OTHER INCOME:                   │  $        0    │
│     A. │     EARNED-------- ($            )                  │  $        0    │
│     B. │  CHANGE IN UNFILLED CUSTOMERS' ORDERS ( + OR - )    │  $        0    │
│     C. │  ANTICIPATED FOR REST OF YEAR                       │                │
│   4.   │  RECOVERIES OF PRIOR YEAR OBLIGATIONS:              │  $        0    │
│     A. │     ACTUAL        ($            )                   │  $        0    │
│     B. │     ANTICIPATED FOR REEST OF YEAR                   │  $        0    │
│   5.   │  PORTION NOT AVAILABLE PURSUENT TO P.L.             │  $        0    │
│   6.   │  RESTORATIONS (+) AND WRITEOFFS (-)--($             │  $        0    │
│   7.   │  TOTAL BUDGETARY RESOURCES-------------------       │  $   11,418    │
├─────────────────────────────────────────────────────────────┴───────────────┤
│  Use ↑ , ↓ , PgUp, PgDn to select a Line.  ENTER for amount                   │
│  <ESC> OR Q = Quit, N = Note, F = Footnote                                     │
└───────────────────────────────────────────────────────────────────────────────┘
```

There are three types of data that can be entered on an External adjustment:

       (1) <u>Amounts</u> - To enter an amount for any line on the report form, position the cursor on that line and key in the amount. The amount field will be replaced with the amount that is entered. Pressing ENTER after the amount will enter the amount into that External adjustment record.

       (2) <u>Footnote Cross References (SF-133 only)</u> - To enter a footnote cross reference, position the cursor on the line that is to be cross referenced and press 'N'. The footnote cross reference column will be highlighted. Enter any letter from A through Z in this column and press ENTER.

       (3) <u>Footnotes (all reports)</u> - These are textual footnotes for your use only. They will not appear on any official Treasury transmission. These should be used to document why each line was adjusted for the amount entered. To open the footnote text entry screen press 'F'. The footnote entry screen will appear. Type the cross reference letter (or line number for SF-220 Series Reports) and then the footnotes in this box. To save the text entered press CTRL-W.

To save the External adjustment with the amounts and footnotes entered press ESC. The External adjustment selection screen will reappear.

     c. **R = REVERSE** - This option generates an automatic reversal of a selected External adjustment. The DESCRIPTION will be generated with "**AUTO REV**" followed by the DESCRIPTION of the adjustment that was reversed. The adjustment to be reversed will be displayed and the USER is prompted to confirm. If the answer is (Y)es the new external adjustment is created.

     d. **V = VIEW** - This option lets the User look at an External adjustment record without updating the record. Pressing 'V' will display the report form with the external amounts. The only action permitted on a (V)iew is <ESC> or (Q)uit.

3.1.5. Preformatted Adjustments Library Maintenance - After the system is in operation for some time it may be both necessary and desirable to review the Preformatted Adjustments Library. This is a library of "skeleton" adjustments (G/L Accounts only) that can be used to generate adjustments. It is possible that some of the library entries are no longer necessary. This process provides the capability of deleting unnecessary Preformatted Adjustments.

Selection (4) on the Adjustments Process menu executes this program.

This selection calls up the Preformatted Adjustments Library maintenance screen. All the Preformatted adjustments are displayed to the User along with a brief description of the library entry.

```
┌──────────────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                      │
│ FISCAL MONTH  XX ┌────────────────────────────┐   FISCAL YEAR XX           │
│                  │  PREFORMATTED ADJUSTMENT    │                            │
│                  │     LIBRARY MAINTENANCE     │                            │
│                  └────────────────────────────┘                            │
│                                                                            │
│                                                                            │
│     ┌────────────────────────────────────────────────────────────┐        │
│     │   03    Adjust Year-end closing balances for . . . . . .     │        │
│     │   07    Adjust Beginning Balances for . . . . . .            │        │
│     └────────────────────────────────────────────────────────────┘        │
│                                                                            │
│     ┌────────────────────────────────────────────────────────────┐        │
│     │  Use ↑ , ↓, PgUp, PgDn to select a record.  Press ESC or Q = QUIT │   │
│     │  D = Delete, U = Undelete, V = View                         │        │
│     └────────────────────────────────────────────────────────────┘        │
└──────────────────────────────────────────────────────────────────────────┘
```

The functions available to the User on this screen are:

    a. **<ESC> or Q = QUIT -**This option exits the program.

    b. **V = VIEW** - This option allows the User to view the details of a selected Preformatted adjustment. Position the cursor on the adjustment to be viewed and press "V".

    c. **D = DELETE** - This option allows the User to delete a Preformatted adjustment from the library. When the 'D' key is pressed on an adjustment, the adjustment is displayed and the following message is displayed at the bottom:

```
┌─────────────────────────────────────────────┐
│  THIS LIBRARY ADJUSTMENT WILL BE DELETED.    │
│     DO YOU WANT TO CONTINUE?   Y/N           │
│                                              │
└─────────────────────────────────────────────┘
```

If the answer is Yes (Y) all records making up that adjustment will be marked for deletion from the Library. If the answer is No (N) the cursor will be returned to the maintenance screen for further processing.

The selection screen will show that Preformatted Adjustment record was marked for deletion with a 'D' to the left of the selection.

```
┌──────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄             │
│                                                                    │
│  FISCAL MONTH  XX  ┌──────────────────────┐   FISCAL YEAR XX       │
│                    │ PREFORMATTED ADJUSTMENT│                      │
│                    │  LIBRARY MAINTENANCE   │                      │
│                    └──────────────────────┘                        │
│                                                                    │
│                                                                    │
│          ┌─────────────────────────────────────────────────┐      │
│          │   03   Adjust Year-end closing balances for . . . . . ..│  │
│          │ D  07   Adjust Begnning balances for . . . . . . . . .│      │
│          └─────────────────────────────────────────────────┘      │
└──────────────────────────────────────────────────────────────────┘
```

┌──┐
│ NOTE: │
│   RECORDS "MARKED" FOR DELETION WILL REMAIN ON THE   │
│ DATABASE UNTIL THE PACK DELETED RECORDS ON DATABASES   │
│ UTILITY IS RUN. SEE SECTION 2.2.6, FSM UTILITIES..   │
└──┘

       d. **U = UNDELETE** - This option gives the User a second chance. If an adjustment, marked for deletion (D), is not to be deleted place the cursor on that adjustment and press 'U'. The deletion code (D) will disappear and the adjustment records will not be deleted.

3.1.6. Adjustment Audit Trail Report - Trans. # Order - All adjustments made are recorded in an audit trail. This report provides a complete listing of all adjustments entered for the month in Transaction Sequence Number order.

This report is executed as Selection (5) on the FSM ADJUSTMENT PROCESS menu.

In fiscal month 12 there are two databases, pre-closing (MASTDETL) and post-closing (POSTDETL). Adjustments are posted to both of these databases. Therefore, in fiscal month 12 only, the User will be asked which adjustments are to be printed. Depending on the User's choice the words "PRE-CLOSING" or "POST-CLOSING" will appear in the report title. The following message is displayed to the User to make this selection:

┌──┐
│ DO YOU WISH TO USE 1) PRE-CLOSING OR 2) POST-CLOSING?   │
└──┘

Each adjustment listed shows the Treasury Symbol, APPROP Code, LIM, G/L Accounts, Balance adjusted (BEG or YTD), debit/credit amounts, and short and long descriptions. The format of the report is as follows:

DAFIS FINANCIAL STATEMENTS MODULE
POST-CLOSING ADJUSTMENT AUDIT TRAIL REPORT
ORDER BY: TRANS SEQ #
FISCAL MONTH: 02/92

RIS NUMBER: FSM-FS02
RUN DATE: 01/13/92
RUN TIME: 13:29:33
PAGE NUMBER: 1

TRANS SEQ #	TREASURY SYMBOL	AGY CDE	PPRO CODE	LIM	CAT CDE	FND TYP	EXP APR	TYP APP	USER ID	DATE	TIME	ADJ BAL	GLA	DEBIT AMOUNT	CREDIT AMOUNT
1	692/38107	1							XXXXXX	1/13/92	11:12:54	YTD	44EX	$ 70,701,702	$ 0
	ADJUSTMENT TO AFFECT LINE 7'S BALANCE												10AX	$ 0	$ 70,701,702
2	692/38107	1							XXXXXX	1/13/92	11:16:39	BEG	44EX	$ 70,701,702	$ 0
	SECOND TRY AT AN ADJUSTMENT FOR LINE 1B												10AX	$ 0	$ 70,701,702
3	692/48107	1							XXXXXX	1/13/92	11:23:17	BEG	44EX	$ 664,172,800	$ 0
	ADJUSTMENT TO LINE 2A TO BALANCE SF-133												10AX	$ 0	$ 664,172,800
4	6921301	1							XXXXXX	1/13/92	11:28:19	YTD	46AY	$ 4,738,770,400	$ 0
	ADJUSTMENT TO LINE 10A TO PUT LINE 7 & 11 IN BALANCE												10AX	$ 0	$ 4,738,770,400
P 5	6921301	1							XXXXXX	1/13/92	11:29:51	YTD	46AY	$ 0	$ 4,738,770,400
	REVERSAL OF ADJUSTMENT #4												10AX	$ 4,738,770,400	$ 0
6	6921301	1							XXXXXX	1/13/92	11:31:15	YTD	46AY	$ 0	$ 4,738,770,400

NOTE: The "P" to the left of the TRANS SEQ # indicates that the adjustment was posted to post-closing totals only. These will appear only on the POST-CLOSING ADJUSTMENT AUDIT TRAIL REPORT printouts.

3.1.7. Adjustment Audit Trail Report - Treas. Symbol Order - All adjustments made are recorded in an audit trail. This report provides a complete listing of all adjustments entered for the month sorted by Treasury Symbol and Transaction Sequence Number order. This report is executed as Selection (6) on the FSM Adjustment Process menu.

Each adjustment listed shows the Treasury Symbol, APPROP Code, LIM, G/L Accounts, Balance adjusted (BEG or YTD), debit/credit amounts, and short and long descriptions. The format of the report is the same as shown for the Transaction Sequence Number Ordered report.

If there were any reports (SF-133 or SF-220 Series Reports) transmitted to Treasury which included a Treasury Symbol's data a special line showing which report was transmitted to Treasury with the date and time, will appear chronologically on this report. The format of this line appears as follows:

*** SF-133 Transmitted to Treasury on 11/11/92 10:15:01

3.1.8. Adjustment Audit Trail Report - Single Treasury Symbol - This option allows the User to print the Adjustment Audit Trail Report for a single Treasury Symbol. This report is executed as Selection (7) on the FSM Adjustment Process menu.

The Treasury Symbol selection window is the same as used throughout the system. The User enters the Treasury Symbol and the program prints all adjustments for the selected Treasury Symbol. The format of the report is the same as shown for the previous two reports.

If there were any reports (SF-133 or SF-220 Series Reports) transmitted to Treasury which included a Treasury Symbol's data a special line showing which report was transmitted to Treasury with the date and time, will appear chronologically on this report. The format of this line appears as follows:

*** SF-133 Transmitted to Treasury on 11/11/92 10:15:01

3.1.9. Adjustment Audit Trail Report - Auditor's Report - Whenever a report (SF-133 or SF-220 Series Report) is transmitted to Treasury the information is retained on an audit file. It is possible for the Users to enter adjustments into the FSM after a report has been transmitted to treasury. This report will print all adjustments entered into the system after a report has been transmitted to Treasury. This report is sequenced by Treasury Symbol and Transaction Sequence Number. This report is executed as Selection (8) on the FSM Adjustment Process menu.

Each adjustment listed shows the Treasury Symbol, APPROP Code, LIM, G/L Accounts, Balance adjusted (BEG or YTD), debit/credit amounts, and short and long descriptions. The format of the report is the same as shown for the Transaction Sequence Number Ordered report.

A special line showing which report was last transmitted to Treasury with the date and time, will appear as the first detail line of this report. The format of this line appears as follows:

*** SF-133 Transmitted to Treasury on 11/11/92 10:15:01

There will be a page break between each Treasury Symbol.

3.1.10. Adjustment Query/Reversal - This option provides the ability to view all adjustments in the system for a given Treasury Symbol online. It also provides the capability to automatically generate a reversal of any adjustment in the system. The Automatic reversal process maintains a complete Audit Trail of the reversal transaction.

This procedure is executed as Selection (9) on the FSM Adjustment Process menu.

In Fiscal Month 12 adjustments can be applied to both pre-closing and post closing totals. In Fiscal Month 12 only, the User will be prompted to enter which adjustments are to be viewed as follows:

QUERY ON 1) PRE-CLOSING OR 2) POST-CLOSING DATA? 1

The User will be prompted for a Treasury Symbol input as follows:

```
            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH  XX                                      FISCAL YEAR XX
              ┌─────────────────────────┐
              │       ADJUSTMENTS        │
              │      QUERY/REVERSAL      │
              └─────────────────────────┘

         ┌────────────────────────────────────────┐
         │ Treasury Symbol: :....................: │
         └────────────────────────────────────────┘

                    ┌──────────────────────────────┐
                    │      Treasury Symbol          │
                    ├──────────────────────────────┤
                    │  00000000000000000            │
                    │  69X8107                      │
                    │  690/48106                    │
                    │  6908104                      │
                    │  6911301                      │
                    │                               │
                    │                               │
                    └──────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen as shown above.

Move the cursor to the Treasury Symbol desired and press ENTER. The Treasury Symbol selected will appear in the upper left side of the Adjustments Query/Reversal screen.

The program will then list the "short" descriptions of all adjustments on the database for the selected Treasury Symbol as follows:

```
            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH  XX                                      FISCAL YEAR XX
              ┌─────────────────────────┐
              │  PREFORMATTED ADJUSTMENT │
              │   LIBRARY MAINTENANCE    │
              └─────────────────────────┘



      ┌──────────────────────────────────────────────────────┐
      │   03    Adjust Year-end closing balances for . . . . . . │
      │   07    Adjust Beginning Balances for . . . . . .        │
      └──────────────────────────────────────────────────────┘


      ┌──────────────────────────────────────────────────────┐
      │ Use ↑ , ↓, PgUp, PgDn to select a record.  Press ESC or Q = QUIT │
      │ D = Delete, U = Undelete, V = View                    │
      └──────────────────────────────────────────────────────┘
```

The following actions are available on this screen:

  (1) **<ESC> or Q = QUIT** - This action will return control to the Treasury Symbol selection screen.

(2) **V = VIEW** - This action will display the details of an adjustment on a separate screen as follows:

```
┌─────────────────────────────────────────────────────────────────────┐
│           ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                   │
│                                                                       │
│  FISCAL MONTH  XX                              FISCAL YEAR XX         │
│  ─────────────────────┌───────────────────┐──────────────────────    │
│   Adj.  Library#:      │    ADJUSTMENTS    │ Fiscal Month:  xx        │
│   Date:      mm/dd/yy  │  QUERY/REVERSAL   │ Fiscal Year:   xx        │
│   TREASY: xxxxxxxxxxxx  └───────────────────┘ Balance:  YTD           │
│                                                                       │
│                                              CREDIT:           0      │
│  1  ACCT:11AX  NORM:  CR DEBIT:      55      CREDIT:           0      │
│  2  ACCT:46AX  NORM:  DR DEBIT:      55      CREDIT:          55      │
│  3  ACCT:46AY  NORM:  CR DEBIT:       0      CREDIT:          55      │
│  4  ACCT:12BA  NORM:  DR DEBIT:       0                               │
│  ───────────────────────────────────────────────────────────────     │
│   Use  ↑ ,  ↓ , PgUp, PgDn to view individual details, <ESC> or Q = Quit │
│     L = Long description, R = Reverse Adjustment                      │
└─────────────────────────────────────────────────────────────────────┘
```

Actions available from this screen are:

(1) **L = LONG DESCRIPTION** - This action will cause the "memo" screen to appear which contains the "long description" for the adjustment. Press ESC to return to the detail screen as shown above.

(2) **R = REVERSE ADJUSTMENT** - From the (V)iew screen the User can choose to generate an automatic reversal of the adjustment selected. The following message will be displayed:

```
┌─────────────────────────────────────────────────────┐
│  REVERSAL TRANSACTIONS WILL BE AUTOMATICALLY         │
│  GENERATED FOR THE ADJUSTMENT SHOWN.  THE SYSTEM     │
│  WILL GENERATE OFF-SETTING DR/CR AMOUNTS.            │
│      DO YOU WISH TO CONTINUE?  Y/N                   │
└─────────────────────────────────────────────────────┘
```

If the answer is YES (Y) the system will generate a series of reversal adjustment transactions for the selected adjustment. The description of the generated adjustment will contain "*AUTO-REV*" followed by the first 47 characters of the description of the adjustment being reversed.

For example:

> If the original adjustment description read:
> "ADJ FY90 CARRY-FORWARD"
>
> the generated reversal adjustment description would read:
>   "*AUTO-REV* - ADJ FY90 CARRY-FORWARD"
>
> The generated adjustment will be given the next available adjustment transaction number.

The **R = REVERSE ADJUSTMENT** action from the description selection screen will first display the details as in the (V)iew option and then display the message asking if the Adjustment should be reversed.

NOTE: In Fiscal Month 12, when adjustments are posted to
       Post-closing totals only, the adjustment will be
       reversed on the POSTDETL database only. All other
       adjustments entered in fiscal month 12 will be
       reversed on the MASTDETL and the POSTDETL databases.

3.2. FSM Trial Balance Display/Report Process - This program generates Trial Balance Reports. The report can be generated for any Treasury Symbol at one of three summary total levels:

€ Treasury Symbol
€ APPROP Code
€ Region

The TRIAL BALANCE PROCESS is invoked as Selection (2) from the FSM MAIN MENU. The TRIAL BALANCE PROCESS menu is displayed as follows:

```
┌──────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                    │
│  FISCAL MONTH  XX         ┌─────────────────┐   FISCAL YEAR XX    │
│  ─────────────────────────│  TRIAL BALANCE  │──────────────────── │
│                           │     PROCESS     │                     │
│                           └─────────────────┘                     │
│                                                                    │
│               1.  Treasury Symbol                                  │
│               2.  APPROP Code                                      │
│               3.  Region                                           │
│               4.  Prepare ATB Transmit to Treasury                 │
│                                                                    │
│                                                                    │
│               0.  Return to Previous Menu                          │
│                                                                    │
│          Trial Balance - Treasury Symbol Roll-up                   │
│          Press <Esc> to Exit this Period Processing                │
└──────────────────────────────────────────────────────────────────┘
```

This program can generate both a hard-copy, printed Trial Balance or an online display which the User can scan.

In Fiscal Month 12 there are two detail databases, pre-closing and post-closing, which can be processed. Each time a Trial Balance Report is requested, in Fiscal Month 12, the User is prompted to select pre-closing or post-closing data as follows:

┌──┐
│ DO YOU WISH TO USE 1) PRE-CLOSING OR 2) POST-CLOSING?   │
└──┘

3.2.1. Treasury Symbol - All DAFIS totals for the selected Treasury Symbol will be selected and summarized for the Trial Balance Report.

The User is prompted to enter the Treasury Symbol as follows:

```
┌──────────────────────────────────────────────────────────────┐
│           ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄           │
│ FISCAL MONTH  XX      ┌──────────────────┐    FISCAL YEAR XX   │
│                       │  TRIAL BALANCE   │                     │
│                       │     PROCESS      │                     │
│                       └──────────────────┘                     │
│                                                                │
│                  ┌─────────────────────────────┐               │
│                  │ Treasury Symbol: ┌ ─ ─ ─ ─ ┐ │               │
│                  │                  └ ─ ─ ─ ─ ┘ │               │
│                  └─────────────────────────────┘               │
│                       ┌────────────────────┐                   │
│                       │   Treasury Symbol  │                   │
│                       │  _____  │                   │
│                       │                    │                   │
│                       │ 00000000000000000  │                   │
│                       │ 69X8107            │                   │
│                       │ 690/48106          │                   │
│                       │ 6908104            │                   │
│                       │ 6911301            │                   │
│                       │                    │                   │
│                       │                    │                   │
│                       └────────────────────┘                   │
└──────────────────────────────────────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen.

Move the cursor to the Treasury Symbol desired and press ENTER. The program will then begin to generate the report. As the report is being generated the following message is displayed:

```
┌────────────────────────────────────────────┐
│ GENERATING TRIAL BALANCE REPORT FOR         │
│   TREASURY SYMBOL xxxxxxxxxxxxxxxx           │
│               PLEASE WAIT                    │
└────────────────────────────────────────────┘
```

This level of summary totals for the Trial Balance Report provides:
€ Sub-totals by G/L Account within LIM
€ Totals by U.S. SGL Account
€ Grand totals by Treasury Symbol

Once the Trial Balance is generated it will be displayed on the screen as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│                          TRIAL BALANCE FOR                             │
│           Treasury Symbol: 6901301                  * INCL:  ADJ *      │
│   DOT/GL   ACCOUNT TITLE       LIM      BEG DEBIT           BEG CREDIT  │
│   ─────────────────────────────────────────────────────────────────   │
│   SGL:  1010                                                           │
│                                                                        │
│   10AX   FUND BALANCE W/TREAS   *  _____  $_____98,930,895.44   │
│                                                                        │
│                     NET:                          $     98,930,895.44   │
│                                                                        │
│   SGL:  1310                                                           │
│                                                                        │
│   13AA  A/R  REIMB UNBILL GOV   $       263,083.63                      │
│   13AB  A/R  REIMB UNBILL PUB   $       169,215.99                      │
│   13AC  A/R  REIMB BILLED GOV   $       132,207.39                      │
│   13AD  A/R  REIMB BILLED PUB   $       508,397.42                      │
│   13BA  A/R  REFDS BILLED GOV   $        16,541.90                      │
│   13BB  A/R  REFDS BILLED PUB   $       219,806.32  _____   │
│                                                                        │
│                     NET:        $    $1,309,252.65                      │
│                                                                        │
│                                                                        │
│   ┌──────────────────────────────────────────────────────────────┐    │
│   │ Use ↑ , ↓ , PgUp, PgDn, →, ←to View Report, <ESC> or Q = Quit, P = Print │
│   └──────────────────────────────────────────────────────────────┘    │
└──────────────────────────────────────────────────────────────────────┘
```

The actions available on this screen are:

       (1) **VIEW REPORT** - The online Trial Balance Report can be viewed by using the arrow keys and Page Up and Page Down keys.

Press the Right Arrow (€) key to display the YTD DEBIT and CREDIT columns. Press the Right Arrow key again to display the END DEBIT and CREDIT columns. Press the Left Arrow (€) key to pan back to the left side of the report. You will notice that the SGL Account, GLA Account and ACCOUNT TITLE information remains on the screen.

The Down Arrow (€) key moves the display down one line at a time. The Up Arrow (€) key moves the display up one line at a time. The PgDn key moves the display down a full screen (approximately 18 lines) at a time. The PgUp key moves the display up a full screen at a time.

       (2) **P = PRINT** - This action causes a hard copy of the report to be printed on the printer attached to the system. The format of this report is as follows:

R/S NUMBER: FSM-FS05
RUN DATE: 05/14/92
RUN TIME: 11:42:14
PAGE NUMBER: 1

DAFIS FINANCIAL STATEMENTS MODULE
TRIAL BALANCE
BY TREASURY SYMBOL
** TOTALS INCLUDE ADJUSTMENTS **

TREASURY SYMBOL: 6901301
FISCAL MONTH/YEAR: 12/92

DOT/GL	ACCOUNT TITLE	LIM	BEGINNING BALANCE DEBIT	BEGINNING BALANCE CREDIT	YTD DEBIT	YTD CREDIT	ENDING BALANCE DEBIT	ENDING BALANCE CREDIT
SGL: 1010								
10AX	FUND BALANCE W/TREAS			$ 98,930,895.44	$ 1,348,656.02	$ 7,935,872.82		$ 105,518,112.24
	NET:			$ 98,930,895.44	$ 1,348,656.02	$ 7,935,872.82		$ 105,518,112.24
SGL: 1310								
13AA	A/R REIMB UNBILL GOV		$ 263,083.63		$ 73,875.48	$ 36,706.13	$ 300,252.98	
13AB	A/R REIMB UNBILL PUB		$ 169,215.99		$ 47,447.53	$ 118,706.83	$ 97,956.69	
13AC	A/R REIMB BILLED GOV		$ 132,207.39		$ 35,536.38	$ 72,127.26	$ 95,616.51	
13AD	A/R REIMB BILLED PUB		$ 508,397.42		$ 127,099.25	$ 161,651.29	$ 473,845.38	
13BA	A/R REFDS BILLED GOV		$ 16,541.90		$ 0.00	$ 1,993.61	$ 14,548.29	
13BB	A/R REFDS BILLED PUB		$ 219,806.32		$ 18,157.57	$ 35,704.57	$ 202,259.32	
	NET:		$ 1,309,252.65		$ 302,116.21	$ 426,889.69	$ 1,184,479.17	
SGL: 1319								
13FY	ALLOW A/R UNCLS PUB			$ 110,740.38	$ 6,189.11	$ 911.46		$ 105,462.73
	NET:			$ 110,740.38	$ 6,189.11	$ 911.46		$ 105,462.73
SGL: 1410								
14AA	ADV GOV AGEN, FDS-FND		$ 2,125.41		$ 0.00	$ 0.00	$ 2,125.41	
14AC	ADV TO EMPL-TRVL PUB			$ 8,939.37	$ 6,663.74	$ 6,529.43		$ 8,805.06
14AD	ADV TO EMPL-SAL PUB		$ 570.00		$ 0.00	$ 0.00	$ 570.00	
14AK	ADV TO OTHER UND PUB		$ 1,500.00		$ 0.00	$ 0.00	$ 1,500.00	
14AP	DEBIT CD CYC CASHIER		$ 300.00		$ 0.00	$ 0.00	$ 300.00	
14AY	ADV TO OTHER UNCLS-P		$ 20,148.84		$ 0.00	$ 0.00	$ 20,148.84	
	NET:		$ 15,704.88		$ 6,663.74	$ 6,529.43	$ 15,839.19	

3.2.2. APPROP Code - This option selects all DAFIS total transactions for the specified APPROP Code and associated Treasury Symbol, only. Total summaries will be at the same levels as defined for the Treasury Symbol selection.

The User will be prompted for an APPROP Code entry as follows:

```
ENTER THE APPROP CODE
```

The APPROP Code entered will be validated against the R07 Table. If an invalid APPROP Code is entered the User will be given a selection window as follows:

```
APPROP CD
_____
   001
   003
   041
   083
   X82
   X83
```

Position the cursor on the desired APPROP Code and press ENTER.

After the APPROP Code is selected the program will begin to generate the report and display the following message:

```
GENERATING TRIAL BALANCE REPORT FOR
   TREASURY SYMBOL xxxxxxxxxxxxxxx
   APPROP CODE       xxxx
             PLEASE WAIT
```

3.2.3. Region - This option selects all DAFIS total transactions for the specified REGION within the APPROP Code and associated Treasury Symbol, only. Total summaries will be at the same levels as defined for the Treasury Symbol selection.

The User will be prompted for an APPROP Code and REGION entry as follows:

```
ENTER THE APPROP CODE
ENTER REGION DISTRICT
```

The APPROP Code entered will be validated against the R07 Table. If an invalid APPROP Code is entered the User will be given a selection window as follows:

```
┌─────────────────┐
│ APPROP CD       │
│ _____     │
│     001         │
│     003         │
│     041         │
│     083         │
│     X82         │
│     X83         │
│                 │
└─────────────────┘
```

Position the cursor on the desired APPROP Code and press ENTER.

The REGION entered is also validated against the R07 Table. If the REGION entered is not present for the APPROP Code entered the User will be given a selection window as follows:

```
┌─────────────────┐
│ REGION          │
│ _____         │
│                 │
│     1           │
│     8           │
│     9           │
│                 │
└─────────────────┘
```

After the APPROP Code and REGION are selected the program will begin to generate the report and display the following message:

```
┌──────────────────────────────────────────┐
│ GENERATING TRIAL BALANCE REPORT FOR      │
│    TREASURY SYMBOL xxxxxxxxxxxxxxxx       │
│    APPROP CODE        xxxx                │
│    REGION DISTRICT    x                   │
│             PLEASE WAIT                   │
│                                          │
└──────────────────────────────────────────┘
```

3.2.4 Prepare ATB Transmit to Treasury - Prepares the ATB Transmit to Treasury. Option 1 builds the ATB files to be sent to Treasury. Option 2 prints the files already built in detail. Option 3 copies the files to a floppy disk for backup. Option 4 prints a list of the files already built..

The Treasury appropriation/fund group is the four digit identifier corresponding to the Treasury Account Symbol in the Federal Account Symbols and Titles book and is the combination (roll-up) of all fiscal years reported for each agency appropriation or fund account symbol.

By selecting Option 1, the entity code is displayed and the user must enter the entity code identifier. The entity code is a seven digit code assigned by Treasury for each GOALS ID. The entity code identifier is used for agencies with more than one entity code.

```
Agency's ATB Entity Code = YCMXXX
Enter User Entity Code Identifier (A-Z) _
```

By pressing "Enter" all fund groups will be displayed. Move highlight bar to desired fund group and press Enter or type "ALL" for all fund groups.

```
      Generate ATB file for which Fund Group _____
   Press <ENTER> for Selection List or "ALL" OR Fund Group
```

A print out of the selected fund group is available for print by entering "Y" for yes.

```
ATB file for Fund Group XXXX successfully
   generated.  Filename is ATBXXXX.ADM
   Would you like a print out? _ (Y/N)
```

A print out is available if the fund group is out of balance. If "all" is not selected, the system will prompt the user to select the fund group individually.

```
                 DAFIS TRIAL BALANCE (ATB FILE CONTENTS)
                        FOR FUND GROUP XXXX

                           AS OF 01/01/01

ATB File for entity YCMXXXA
```

Dept ID	Bureau ID	Fund Group	Fiscal YR	Business Line	ACCT NUM	Public /Gov	Debit / Credit	Amount
xx	xx	xxxx	94	xx	1750		D	417,542
xx	xx	xxxx	94	xx	1759		C	158,999
xx	xx	xxxx	94	xx	1830		D	657,987
xx	xx	xxxx	94	xx	6100	G	D	58,621

```
Total Records in File - 11

File Name = ATBXXXX.ADM
```

Selection 2 - Print ATB File(s) for Fund Group(s). Enter individual fund group or to print all fund groups enter "ALL".

```
   Which Fund Group would you like printed?
(ENTER for selection list or ALL or Fund Group)
```

Selection 3 - Move ATB File(s) to Diskette prompts the user to enter a disk drive.

```
Enter the Disk Drive: _
```

Selection 4 - List ATB File(s) already generated. This option lists all ATB files built.

```
┌────────────────────────────────────────────────┐
│              ATB FILES GENERATED REPORT         │
│                                                 │
│   ATB Files Generated:                          │
│   For Fund Group XXXX         ATBxxxx.ADM       │
│   For Fund Group XXXX         ATBxxxx.ADM       │
│   For Fund Group XXXX         ATBxxxx.ADM       │
│   For Fund Group XXXX         ATBxxxx.ADM       │
│                                                 │
│                                                 │
└────────────────────────────────────────────────┘
```

3.3. SF-133 Process

NOTE: As of this printing, the SF-133 is no longer generated in accordance with OMB Circular A-34 issued December 1995 and TFM Transmittal Letter No. S2-95-02 issued April, 1996. Until instructions are received and changes are implemented in the FSM, the SF-133 cannot be generated by FSM. The SF-133 process described below cannot be used.

The SF-133 process provides all the tools necessary to generate SF-133 reports and transmit the SF-133s to Treasury. The following functions can be executed from this menu:

        a. Online SF-133 - This function provides an online display of a SF-133 report for a single Treasury Symbol. It also provides an immediate link to all the adjustment processes defined earlier (Preformatted, Open and External). From this program the User can also enter footnotes on any SF-133 and print a hard copy worksheet of any SF-133.

        b. SF-133 Report Generator - This function allows the User to generate "signature ready" SF-133 reports. The SF-133 Report Generator has three separate options. The system can generate an SF-133 for a single Treasury Symbol, a two-column report of EXPIRED and UNEXPIRED appropriations or a multi-column SF-133 report with as many Treasury Symbols (one per column) as desired. These reports are printed in Standard Format ready for signature. Footnotes associated with each of the Treasury Symbols, included in any report, are printed separately.

        c. SF-133 Transmit to Treasury - This function provides the capability of generating a transmission file (TRANS.TXT), in GOALS format, for selected SF-133s. The program will build a transmission file of individually selected SF-133s or a list of SF-133s (Treasury Symbols) as designated by TMT_FLAGS set in the Treasury Symbol Table (see Treasury Symbol Table Maintenance).

        d. Print List of SF-133 Worksheets - The Online SF-133 program prints individual SF-133 worksheets. This program prints a worksheet and its associated footnotes for a list of Treasury Symbols as designated by PRT_FLAGs set in the Treasury Symbol Table (see Treasury Symbol Table Maintenance).

        e. Treasury Symbol Table Maintenance - This program maintains the Treasury Symbol Table. The Treasury Symbol Table contains an entry for every Treasury Symbol in the Agency's R07 Table. Each Treasury Symbol record contains a TMT_FLAG and a PRT_FLAG. When a List ID Number (1-9) is placed in these flags they are marked for list transmission to Treasury (TMT_FLAG) or list printing of worksheets (PRT_FLAG). Each Treasury Symbol record also contains "stub" note fields for lines 1a, 1d and 5 on the SF-133. If the User want's anything printed in these stub fields on the report they enter the information in this program.

        f. FSM Table Maintenance - This is the same process used in the Monthly Build Process to query and/or make changes to the R07, T21 or USSGL system tables. It is included in this section to provide ready table query capabilities while performing the other SF-133 processes.

        g. Adjustment Query/Reversal - This program allows the User to look at all adjustments that have been entered in the system for any given Treasury Symbol. At the time they are displayed to the User, the User can choose to generate an automatic reversal of any selected adjustment. This process maintains a complete audit trail of all adjustment reversals.

A menu containing all of the above processes is invoked as selection (3) on the FSM MAIN Menu. It calls up the SF-133 PROCESS menu as shown below.

```
┌──────────────────────────────────────────────────────────────┐
│             ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄          │
│                         ┌──────────────────┐                   │
│  FISCAL MONTH XX        │      SF-133       │    FISCAL YEAR XX │
│                         │    PROCESS        │                   │
│                         └──────────────────┘                   │
│                                                                │
│                                                                │
│              1. OnLine SF-133                                  │
│              2. SF-133 Multi-Column Report                     │
│              3. SF-133 Single Treasury Symbol                  │
│              4. SF-133 Two Column Report                       │
│              5. SF-133 Transmit to Treasury                    │
│              6. Print List of SF-133 Worksheets                │
│              7. Treasury Symbol Table Maintenance              │
│              8. FSM Table Maintenance Process                  │
│              9. Adjustment Query/Reversal                      │
│              0. Return to Previous Menu                        │
│                                                                │
│                 xxxxx  Selection Help Message  xxxxx           │
│                                                                │
│                                                                │
│    Press <ESC> to Exit This Period Processing                 │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

3.3.1. Online SF-133 - This option is selection (1) on the SF-133 PROCESS menu. It provides an online access to a given Treasury Symbol's SF-133 report.

The User is prompted to enter the Treasury Symbol as follows:

```
┌──────────────────────────────────────────────────────────────┐
│             ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄          │
│                         ┌──────────────────┐                   │
│  FISCAL MONTH  XX       │      SF-133       │    FISCAL YEAR XX │
│                         │    PROCESS        │                   │
│                         └──────────────────┘                   │
│                                                                │
│               ┌───────────────────────────────────┐           │
│               │ Treasury Symbol┆................... ┆│          │
│               └───────────────────────────────────┘           │
│                    ┌───────────────────────────┐              │
│                    │   Treasury Symbol          │              │
│                    ├───────────────────────────┤              │
│                    │ 00000000000000000          │              │
│                    │ 69X8107                    │              │
│                    │ 690/48106                  │              │
│                    │ 6908104                    │              │
│                    │ 6911301                    │              │
│                    └───────────────────────────┘              │
└──────────────────────────────────────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen.

Once the Treasury Symbol has been selected the program reads the SF-133 Summary Report database and adds up the original DAFIS amounts ("baseline" record), any adjustments entered in the system and any External SF-133s entered into the system.

If there are adjustments included in the totals on any of the SF-133 amounts, **INCL ADJ** will appear in the upper right corner of the SF-133. If any External SF-133s are included in the totals **INCL EXT** will appear in the upper

right corner of the SF-133. If both types of adjustments are present **INCL EXT AND ADJ** will be displayed in the upper right corner of the screen. The SF-133 display is as follows:

```
┌─────────────────────────────────────────────────────────────────────┐
│                              SF-133                                   │
│ LINE                                                 INCL. EXT AND ADJ │
│ NO.      TREASURY SYMBOL 48X2500         FM-10 FY-XX      EXPIRED      │
├─────────────────────────────────────────────────────────────────────┤
│  1.    Budget Authority:                                              │
│     A.    Appropriations Realized _____    $      0  │
│     B.    Appropriations anticipated (indefinite) _____ $      0  │
│     C.    Other new authority _____($_____0)  $      0  │
│     D.    Net transfers ( + or - ) _____   $      0  │
│  2.    Unobligated balance;                                           │
│     A.    Brought forward October 1 _____   $      0  │
│     B.    Net transfers ( + or - ) _____   $      0  │
│  3.    Reimbursements and other income:                              │
│     A.    Earned _____ ($        0)        $      0  │
│     B.    Change in unfilled customers orders ( + or - ) ____ $      0  │
│     C.    Anticipated for rest of year _____    $      0  │
│  4.    Recoveries of prior year obligations:                         │
│     A.    Actual _____($        0)            $      0  │
│     B.    Anticipated for rest of year _____    $      0  │
│     C.    Cancelled Authority ----------------------------    $      0  │
│  5.    Cancelled Authority ------------------------------    $      0  │
│  6.    Portion not available pursuant to P.L.      (-)        $      0  │
│        Restorations ( = ) and writeoffs ( - ) ($      0)             │
├─────────────────────────────────────────────────────────────────────┤
│ Use ↑ , ↓ , PgUp, PgDn to select a Line.  <Enter> for Details, <Esc> or Q = Quit, │
│ A = Adjustment, E = External, P = Print, N = Note, F = Footnote       │
└─────────────────────────────────────────────────────────────────────┘
```

A window of 18 lines will appear. The rest of the SF-133 can be viewed by using the €, €, PgUp or PgDn keys. To perform any of the functions which apply to specific lines of data position the cursor on the desired line. The Expired/Unexpired indicator appears in the upper right corner of the screen along with the adjustments indicators.

If lines 7 and 11 are not equal, the following warning message is displayed at the bottom of the screen:

```
┌────────< < WARNING > >────────┐
│                               │
│    LINE 7 NOT EQUAL LINE 11    │
│ ** PRESS ANY KEY TO CONTINUE ** │
│                               │
└───────────────────────────────┘
```

The actions available to the User on this screen are:

(1) **<ESC> or Q = QUIT** - This function exits from the SF-133 display and returns to the SF-133 PROCESS menu.

(2) **ENTER = DISPLAY DETAILS** - Moving the cursor to any line (e.g. line 3B) and pressing ENTER will bring up the Amount Details screen for that line as shown below:

This screen displays up to 16 lines of detail information at one time. To view the rest of the detail lines, if there are more than 16 lines, use the €, €, PgUp or PgDn keys.

Each detail line represents a net total of the balances (BEG, YTD or END), depending on the formula, for each General Ledger (G/L) Account in the formula and a grand total for the SGL Account (****) that the G/L Account belongs to.

If there is an SF-133 External adjustment for this Treasury Symbol the amount from the External adjustment for that line will be displayed on this screen with "EX n" (where n=external number) in the left column and "****" in the second column. A "TOTAL" line with "...." in the second column is displayed as the very last line of the detail roll-up amounts. It includes all SGL Totals and External Totals and is displayed in dollars and cents.

The last line on the screen is the rounded total from the SF-133 as shown on the previous screen.

To return to the SF-133 display screen press ENTER or ESC.

    (3) **A = ADJUSTMENT** - This function key calls up the Adjustment program window. The Adjustment program window is the same program as described earlier in section 3.1, FSM Adjustments Process. Refer to sections 3.1.2, Preformatted Adjustment and 3.1.3, Open Format Adjustment for how these functions operate.

Enter any adjustments that are necessary and terminate the adjustment program normally.

When the adjustment program is terminated control is returned to the Online SF-133 program. The SF-133 is recalculated and displayed with new totals containing the adjustments entered. INCL. ADJ will also appear in the upper right corner of the SF-133 display if the adjustments affected any totals on the SF-133.

The edit to see if lines 7 and 11 are equal is also performed at this time and if they are out of balance the warning message is displayed.

    (4) **E = EXTERNAL** - This function key calls up the External Adjustment Program window. The External Adjustment Program window is the same program as described in section 3.1.4, External Adjustments. Refer to this section for instructions on how to enter an External adjustment for the SF-133.

Enter the External adjustment as required and terminate the process normally.

When the program is terminated control is returned to the Online SF-133 program. The SF-133 is recalculated and displayed with new totals containing any SF-133 External adjustments entered.

INCL: EXT will also appear in the upper right corner of the SF-133 display if an External adjustment is present.

The edit to see if lines 7 and 11 are equal is also performed at this time and if they are out of balance the warning message is displayed.

        (5) **P = PRINT** - This function prints a one page worksheet of the SF-133. Everything that is displayed to the User on the screen, in multiple pages, is contained on one hard copy page of the worksheet. This option is used for printing single worksheets. It is possible to print worksheets for a list of Treasury Symbols. Refer to Section 3.3.6, Print List of SF-133 Worksheets, for instructions on how to print worksheets for a list of Treasury Symbols. The worksheet printed by this program appears as follows:

SAMPLE SF-133 WORKSHEET

WORK COPY OF SF-133	FM-10 FY-XX
TREASURY SYMBOL: 6900102 UNEXPIRED INCL: ADJ	

1.	Budget Authority:	$
A.	Appropriations Realized _____	$ 0
B.	Appropriations anticipated (indefinite)_____A	$ 0
C.	Other New Authority _____ ($ 0)	$ 0
D.	Net transfers (+ or -)_____	0
2.	Unobligiated balance:	$
A.	Brought forward October 1_____	$ 398,532,205
B.	Net transfers (+ or -) _____	0
3.	Reimbursements and other income:	$
A.	Earned _____ ($ 0)	$ 0
B.	Change in unfilled customers' orders (+ or -) _____	$ -3,424,668,367
C.	Anticipated for rest of year_____	0
4.	Recoveries of prior year obligations:	$
A.	Actual _____ ($ 0)	$ 0
B.	Anticipated for rest of year _____	$ 0
C.	Cancelled Authority _____	$ 0
5.	Portion not available pursuant to P.L. _____ (-)	$ 0
6.	Restorations (+) and writeoffs (-) ___ ($)	$ 0
7.	Total Budgetary Resources _____0)	-3,026,136,062
	STATUS OF BUDGETARY RESOURCES	$
8.	Obligations incurred _____ ($ 0)	- 943,313
9.	Unobligated balances available:	$
A.	Apportioned, category A _____	$ 0
B.	Apportioned, category B _____	$ -1,517,040,010
C.	Other balances available _____	$ 0
10.	Unobligated balances not available:	$
A.	Apportiooned for subsequent periods* _____	$ 0
B.	Withheld pending recissions* _____	$ 0
C.	Deferred* _____	$ 0
D.	Unapportioned balance of revolving fund* _____	$ 0
E.	Other balances not available _____	$ -1,509,096,697
11.	Total Budgetary Resources _____	
	RELATION OF OBLIGATIONS TO OUTLAYS AND ACCRUED EXPENDITURES	$
12.	Obligations incurred, net (8-3A - 3B - 4A) _____	3,432,611,580
13.	Net unpaid obligations:	$
A.	Obligated balance, as of October 1 _____	$ 475,273,911
B.	Obligations balance, transferred, net (+ or -) _____	$ 0
C.	Obligations balance, end of period _____	$ 415,171,412
14.	Outlays (12 + 13A + 13B + 13C) ____ ($ 0)	$ 3,492,714,079

A separate page of FOOTNOTES is printed if footnotes are entered for the SF-133 Report.

Worksheets for all External adjustments and their footnotes are also printed immediately following the SF-133 worksheet and footnotes.

(6) **N = NOTE** - This function allows the User to annotate any lines available on the SF-133 report with a Footnote cross reference.

Position the cursor on the line to be annotated and press 'N'. The Note column will be highlighted. Type in any letter from A to Z and press ENTER.

Line No.	SF-133 Treasury Symbol: 6901301		INCL: EXT UNEXPIRED
1	BUDGET AUTHORITY:		
1A.	APPROPRIATIONS REALIZED--------------------------------	$	0
1B.	APPROPRIATIONS ANTICIPATED (INDEFINITE)	A $	0
1C.	OTHER NEW AUTHORITY	$	0

(7) **F = FOOTNOTE** - This function allows the entry and editing of footnote text which is referenced by the footnote cross reference entered via the (N)footnote function. This function brings up a text entry window as follows:

```
        Enter description, when completed, press CTRL-W to save.
                Press ESC to exit without saving.

A)  There is no amount on this Line because - - - -




```

The footnotes are typed in this window. There are limited editing capabilities. Characters can be typed over and inserted. Lines can be inserted. There is automatic line wrap-around.

```
NOTE:
 There are no 'block' editing features.  There is no edit to
 ensure that the text entered in this window actually matches
 a cross reference (N)ote indicator in the SF-133.
         This is the User's responsibility.
```

Once the footnote is entered press CTRL-W to save the text. If you wish to save the text box without making changes press ESC.

3.3.2. SF-133 Multi-Column Report - This function allows the User to define the format for a multi-column, signature-ready, SF-133 report. Each report definition can consist of as many columns or Treasury Symbols as desired. Each column on the report contains the totals for one Treasury Symbol. The function maintains a library of the User defined reports that can be changed at any time. The reports generated by this function are replicas of the Standard Form 133, ready for signature.

This function is invoked by selection (2) on the SF-133 Process menu.

When this function is selected the program will display a screen with all of the existing report library entries listed. If there are no existing reports in the library the following message is displayed:

```
THERE ARE NO REPORTS IN THE REPORT DATABASE
     DO YOU WANT TO ADD A REPORT?  Y/N
```

If the answer is No (N) then the program returns to the SF-133 Process menu.

If the answer is Yes (Y) the program prompts the User for a description of the report to be added to the library described in the ADD REPORT function below.

3.3.2.1. Maintaining the SF-133 Multi-column Report Library - If there are reports in the report library the program displays the SF-133 MULTI-COLUMN REPORT screen as shown below.

```
              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH  XX                                    FISCAL YEAR XX
                        ┌─────────────────────┐
                        │        SF-133        │
                        │  MULTI-COLUMN REPORT │
                        └─────────────────────┘

    ┌──────────────────────────────────────────────────────────┐
    │    1    FIRST TEST REPORT                                 │
    │    2    REPORT FOR ALL OPERATIONS APPROPRIATIONS          │
    │                                                          │
    │                                                          │
    └──────────────────────────────────────────────────────────┘

    ┌──────────────────────────────────────────────────────────┐
    │ Use ↑ , ↓ , PgUp, PgDn to select a Record.  <Esc> or Q = QUIT │
    │ A = Add, C = Change, D = Delete, U = Undelete, V = View, P = Print │
    └──────────────────────────────────────────────────────────┘
```

The operations available to the User on this screen are:

(1) **<ESC> or Q = QUIT** - This function terminates processing of the Multi-column SF-133 reports. Control is returned to the SF-133 PROCESS menu.

(2) **A = ADD** (Report) - This function adds a new report definition to the library. Every report definition must have a description. The user is prompted to enter the report description as follows:

```
                ENTER DESCRIPTION
SECOND TEST REPORT
```

A report record is created in the library with just the DESCRIPTION.

The Treasury Symbols for that report are entered via the multi-column report definition screen.

After the description is entered the multi-column report definition screen is then displayed to the User as shown below:

CONTAINS THE FOLLOWING TREASURY SYMBOLS

COL_NO	TRSYMB

Use ↑ , ↓ , PgUp, PgDn to select a Record, Esc> or Q = Quit
A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE

SECOND TEST REPORT

Operations on this screen will be described later in section 3.3.2.2, Maintaining an Individual Multi-column Report Definition. Pressing <ESC> or "Q" without putting any columns on the report creates a report record with a description and no columns. To remove a report that has been ADDed to the library the (D)elete operation, as described below, must be performed.

   (3) **C = CHANGE** - This function allows the User to make changes to a report definition that already exists on the library. Position the highlight bar on the report number and description of the report library record that is to be changed and press "C".

►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX   FISCAL YEAR XX

SF-133
MULTI-COLUMN REPORT

1   FIRST TEST REPORT
2   REPORT FOR ALL OPERATIONS APPROPRIATIONS

The ENTER DESCRIPTION box will appear with the Description for the report. This can be changed at this time. Press ENTER to complete the change.

ENTER DESCRIPTION
SECOND TEST REPORT - REVISED 1/22/92

The column definition screen, with the new description at the top, will be displayed to allow changes to be made to the column definitions.

```
                          FIRST TEST REPORT
              CONTAINS THE FOLLOWING TREASURY SYMBOLS
  ┌─────────────────────────────────────────────────────────────────────┐
  │              COL_NO              TRSYMB                               │
  ├─────────────────────────────────┬───────────────────────────────────┤
  │                 1               │ 69X1301                            │
  │                 2               │ 6911301                            │
  │                 3               │ 6901301                            │
  │                                 │                                    │
  │                                 │                                    │
  │                                 │                                    │
  │                                 │                                    │
  │                                 │                                    │
  │                                 │                                    │
  └─────────────────────────────────┴───────────────────────────────────┘

  ┌─────────────────────────────────────────────────────────────────────┐
  │   Use  ↑  ,   ↓  , PgUp, PgDn to select a Record, Esc> or Q = Quit   │
  │        A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE          │
  └─────────────────────────────────────────────────────────────────────┘
```

Operations on this screen will be described later in section 3.3.2.2, Maintaining an Individual Multi-column Report Definition. Pressing <ESC> or "Q" without making any changes to the columns will record the description change and return to the SF-133 MULTI-COLUMN REPORT screen.

       (4) **D = DELETE** - This function will remove a report definition from the report library. Place the highlight bar on the report to be deleted and press "D".

```
  ┌─────────────────────────────────────────────────────────────────────┐
  │           ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                   │
  │  FISCAL MONTH  XX ┌──────────────────────────┐ FISCAL YEAR XX        │
  │                   │          SF-133          │                       │
  │                   │   MULTI-COLUMN REPORT     │                       │
  │                   └──────────────────────────┘                       │
  │      ┌──────────────────────────────────────────────────────┐       │
  │      ┊ 1   FIRST TEST REPORT - REVISED 1/22/92               ┊       │
  │      ┊ 2   REPORT FOR ALL OPERATIONS APPROPRIATIONS          ┊       │
  │      └──────────────────────────────────────────────────────┘       │
  │                                                                      │
  └─────────────────────────────────────────────────────────────────────┘
```

The column definition screen will be displayed showing the Treasury Symbols included in the report with the following message:

```
                  FIRST TEST REPORT - REVISED 1/22/92
              CONTAINS THE FOLLOWING TREASURY SYMBOLS
  ┌─────────────────────────────────────────────────────────────────────┐
  │              COL_NO              TRSYMB                               │
  ├─────────────────────────────────┬───────────────────────────────────┤
  │                 1               │ 69X1301                            │
  │                 2               │ 6911301                            │
  │                 3               │ 6901301                            │
  │           ┌──────────────────────────────────┐                      │
  │           │  THIS REPORT WILL BE DELETED      │                      │
  │           │     ARE YOU SURE?  Y/N            │                      │
  │           └──────────────────────────────────┘                      │
  └─────────────────────────────────────────────────────────────────────┘
```

If the answer is Yes (Y) the report definition record will be "marked" for deletion. The SF-133 MULTI-COLUN REPORT screen is displayed with a "D" to the left of the report marked for deletion.

```
┌─────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│ FISCAL MONTH  XX  ┌──────────────────────────┐  FISCAL YEAR XX   │
│                   │         SF-133           │                   │
│                   │   MULTI-COLUMN REPORT    │                   │
│                   └──────────────────────────┘                   │
│      ┌─────────────────────────────────────────────────────┐     │
│      │ D 1   FIRST TEST REPORT - REVISED 1/22/92            │     │
│      │   2   REPORT FOR ALL OPERATIONS APPROPRIATIONS        │     │
│      └─────────────────────────────────────────────────────┘     │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Once "marked" for deletion, a report cannot be (C)hanged or (P)rinted.

(5) **U = UNDELETE** - If a report definition is mistakenly "marked" for deletion all is not lost. The report definition can be "unmarked" by placing the highlight bar on the (D)eleted report description and pressing "U". The "D" will disappear and the report will be available for normal processing.

(6) **V = VIEW** - This function allows the User to view the Treasury Symbols selected for a particular report without making any changes to the report definition. Position the highlight bar on the selected report description and press "V". The column definition screen will be displayed showing the Treasury Symbols included in the report.

<div align="center">

FIRST TEST REPORT - REVISED 1/22/92
CONTAINS THE FOLLOWING TREASURY SYMBOLS

</div>

COL_NO	TRSYMB
1	69X1301
2	6911301
3	6901301

The only operation available to the User on a (V)iew screen is the <ESC> or (Q)uit.

(7) **P = PRINT** - In order to get a signature-ready hard copy of the report the report must be selected for printing. Place the highlight bar on the selected report description and press "P". The following message will appear as the report is being printed:

```
┌─────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│ FISCAL MONTH  XX  ┌──────────────────────────┐  FISCAL YEAR XX   │
│                   │         SF-133           │                   │
│                   │   MULTI-COLUMN REPORT    │                   │
│                   └──────────────────────────┘                   │
│      ┌─────────────────────────────────────────────────────┐     │
│      │ D 1   FIRST TEST REPORT - REVISED 1/22/92            │     │
│      └─────────────────────────────────────────────────────┘     │
│        2   REPORT FOR ALL OPERATIONS APPROPRIATIONS              │
│                                                                   │
│           ┌──────────────────────────────────────────┐           │
│           │  GENERATING SF-133 MULTI-COLUMN REPORT    │           │
│           │             PLEASE WAIT                   │           │
│           └──────────────────────────────────────────┘           │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The report is then printed and control is returned to the SF-133 MULTI-COLUMN REPORT screen.

3.3.2.2. Maintaining an Individual Multi-column Report Definition - This function is entered for both the (A)dd report definition or a (C)hange report definition operations from the SF-133 MULTI-COLUMN REPORT screen.

For both (A)dd and (C)hange operations, the ENTER DESCRIPTION box will appear.

```
┌─────────────────────────────────────────────────────────┐
│                ENTER DESCRIPTION                         │
│ ┌─────────────────────────────────────────────────────┐ │
│ SECOND TEST REPORT                                      │
│ └─────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────┘
```

The report description can be entered or changed at this time. Press ENTER to complete the change. The selected report's column definition screen will then be displayed to allow you to make changes to the report column definitions.

<div align="center">
SECOND TEST REPORT
CONTAINS THE FOLLOWING TREASURY SYMBOLS
</div>

SEQ_NO	TRSYMB

```
┌─────────────────────────────────────────────────────────┐
│  Use  ↑ , ↓ , PgUp, PgDn to select a Record, Esc> or Q = Quit │
│        A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE   │
└─────────────────────────────────────────────────────────┘
```

The operations available to the User on this screen are:

(1) **A = ADD** - This function adds a Treasury Symbol to the report. The next available column number is displayed under SEQ_NO and the TRSYMB field is opened for input as shown below. If an invalid Treasury Symbol is entered, a Treasury Symbol selection window is opened to select a valid Treasury Symbol.

<div align="center">
SECOND TEST REPORT
CONTAINS THE FOLLOWING TREASURY SYMBOLS
</div>

SEQ_NO	TRSYMB
1	G

```
              ┌───────────────────────────────┐
              │      TREASURY SYMBOL           │
              │  69X00130                      │
              │  691/58107                     │
              │                                │
              └───────────────────────────────┘
```

Move the highlight bar to the desired value and press ENTER. The selected Treasury Symbol will appear in the column under TRSYMB. All available Treasury Symbols can be added to one report.

Duplicate Treasury Symbols are not allowed. If you try to ADD a duplicate Treasury Symbol to a report the following message is displayed:

```
┌──────────<< ERROR >>──────────┐
│                               │
│  TREASURY SYMBOL ALREADY EXISTS │
│   ** PRESS ANY KEY TO CONTINUE  **  │
│                               │
└───────────────────────────────┘
```

          (2) **C = CHANGE** - This function allows the User to change the Treasury Symbol in any column. Place the highlight bar on the selected column number and press "C". The Treasury Symbol window will be opened for input. The program will perform the same tests as described for the ADD function. It will not allow an invalid Treasury Symbol, providing a Treasury Symbol selection window to choose from, and it will not allow duplicate Treasury Symbols in the report.

          (3) **D = DELETE** - This function allows the removal of a Treasury Symbol from a report. Place the highlight bar on the column to be deleted and press "D". The following message will be displayed:

```
                    SECOND TEST REPORT
          CONTAINS THE FOLLOWING TREASURY SYMBOLS
 ┌────────────────────────────────────────────────────────────┐
 │        SEQ_NO              TRSYMB                           │
 ├────────────────────────────────────────────────────────────┤
 │          1          .690/48107.........                    │
 │          2          :691/58107 .......:                    │
 │          3           692/68107                             │
 │                                                            │
 │              ┌──────────────────────────────┐             │
 │              │  THIS REPORT WILL BE DELETED  │             │
 │              │     ARE YOU SURE?  Y/N        │             │
 │              └──────────────────────────────┘             │
 └────────────────────────────────────────────────────────────┘
```

A Yes (Y) answer will cause the Treasury Symbol to be deleted from the report definition screen. The columns will automatically be resequenced.

```
                    SECOND TEST REPORT
          CONTAINS THE FOLLOWING TREASURY SYMBOLS
 ┌────────────────────────────────────────────────────────────┐
 │        SEQ_NO              TRSYMB                           │
 ├────────────────────────────────────────────────────────────┤
 │          1           690/48107                             │
 │          2           691/58107                             │
 │                                                            │
 │                                                            │
 │                                                            │
 └────────────────────────────────────────────────────────────┘
```

          (4) **I = INSERT** - This function allows the insertion of a Treasury Symbol into the report at a selected column. The insert function **INSERTS BEFORE** the selected column and automatically renumbers the columns. Place the highlight bar on the column number where the new Treasury Symbol is to be placed and press "I". All Treasury Symbols starting with that column will be moved down one column and the TRSYMB for the selected column will be opened for input as shown below. Key in the Treasury Symbol for that column.

SECOND TEST REPORT
CONTAINS THE FOLLOWING TREASURY SYMBOLS

SEQ_NO	TRSYMB
1	
2	690/48107
3	692/68107

This is an example if inserting a Treasury Symbol in column 1.

SECOND TEST REPORT
CONTAINS THE FOLLOWING TREASURY SYMBOLS

SEQ_NO	TRSYMB
1	691/58107
2	690/48107
3	692/68107

(5) **M = MOVE** - This function allows the user to move a Treasury Symbol from one column to another. Place the highlight bar on the Treasury Symbol to be "moved" and press "M". The MOVE command in the lower right corner of the screen will appear in a red box. Using the (€) and (€) keys, move the Treasury Symbol to the desired column. All other Treasury Symbols will be moved up or down on the screen to accommodate the Treasury Symbol being "moved". Column numbers are automatically resequenced.

3.3.3. SF-133 Single Treasury Symbol - This function prints a signature-ready SF-133 report for one Treasury Symbol only. The report contains only one column of data without a separate TOTAL column.

This process is invoked by selection (3) on the SF-133 PROCESS menu.

The User is then prompted for a Treasury Symbol. The Treasury Symbol input window, as already described in Section 3.1, SF-133 Online, will be displayed. Once the Treasury Symbol is entered, the following message is displayed:

```
GENERATING SF-133 MULTI COLUMN REPORT
       FOR SINGLE TREASURY SYMBOL
              PLEASE WAIT
```

3.3.4. SF-133 Two Column Report - This function prints a signature-ready SF-133 report which consists of a total column for UNEXPIRED Appropriations, a total column for EXPIRED Appropriations and a third total column, which is the sum of the UNEXPIRED and EXPIRED columns.

This process is invoked as selection (4) on the SF-133 PROCESS menu.

The report definition functions for this report option are exactly the same as the SF-133 Multi-column Report as defined earlier in Section 3.3.2. There is only one difference. When the (P)rint function is executed the report that is generated is only two data columns plus a third total column.

In fact, a report that was originally defined as a multi-column report can be generated as a Two-column report by selecting it for (P)rint under this option. When the report is (P)rinted the following message is displayed:

```
GENERATING SF-133 TWO COLUMN REPORT
            PLEASE WAIT
```

3.3.5. SF-133 Transmit to Treasury - This function provides the tools to generate a transmission file to be transmitted to Treasury's GOALS system. This process is invoked by selection (5) on the SF-133 PROCESS menu. The TRANSMIT SF-133 TO TREASURY menu is then displayed as shown below.

If there have been changes to the FSM tables which affect the Report Summary calculating, the system will not allow Transmit to Treasury. The following message will be displayed

```
      SUMMARY REPORTS MUST BE RECALCULATED
EXECUTE THE FSM REPORT SUMMARY BUILD PROCESS
            PRESS ANY KEY TO CONTINUE
```

```
                ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX            ┌─────────────────┐        FISCAL YEAR XX
                          │    TRANSMIT     │
                          │   TO TREASURY   │
                          └─────────────────┘

              1. Build Single SF-133 for Transmission to Treasury
              2. Build List of SF-133's for Transmission to Treasury
              3. Build Single SF-133 for Retransmission to Treasury
              4. Move TRANS.TXT to Diskette
              5. Print TRANS.TXT
              0. Return to Previous Menu

                     xxxxx  Selection Help Message  xxxxx


     Press <ESC> to Exit This Period Processing
```

3.3.5.1. Build Single SF-133 for Transmission to Treasury - This option accepts a single Treasury Symbol from the User and creates a Treasury format transmission file (TRANS.TXT) that can be sent to Treasury via PCLINK (see Section 1.4.3, Send to Treasury via PCLINK).

This process is invoked by selection (1) on the TRANSMIT SF-133 TO TREASURY menu.

The first test this program makes is to ensure that previous transmission files (TRANS.TXT) have been physically sent to Treasury. If the USER's TRANS.TXT file has not been sent to Treasury or moved to a diskette (see Option 4, Move TRANS.TXT to Diskette) the following message will be displayed:

```
      TRANS.TXT FILE ALREADY EXISTS AND IT HAS
 NOT BEEN TRANSMITTED.  DO YOU WANT TO ADD TO IT?  Y/N
```

Answering YES (Y) will append more Treasury Symbol data to the existing TRANS.TXT file for later transmission to Treasury.

Answering NO (N) will cause the system to display the following message:

```
    TRANS.TXT FILE ALREADY EXISTS AND IT HAS
NOT BEEN TRANSMITTED.  DO YOU WANT TO PURGE  IT?  Y/N
```

Answering YES (Y) will delete the TRANS.TXT file and the program will continue.

THIS SHOULD ONLY BE DONE AFTER "MOVING" THE TRANS.TXT TO DISKETTE OR TRANSMITTING IT TO TREASURY VIA PCLINK!!

If the program can continue, the User is prompted for a Treasury Symbol. The Treasury Symbol is input in exactly the same way as in all other functions within the system except it is verified against the Treasury Symbols in the Treasury Symbol Table.

Once the Treasury Symbol has been verified, the Treasury Symbol Table is checked to insure the transmission count (TMT_CNT) for the processing month is zero, since this option is for the INITIAL transmission of a Treasury Symbol. If the SF-133 for the selected Treasury has already been transmitted at least once this month, the following message is displayed:

```
                     < < E R R O R > >
     TRSYMB xxxxxxxxxxxxxxx ALREADY TRANSMITTED ONCE.  USE
              RETRANSMIT OPTION TO TRANSMIT AGAIN.
                  **  PRESS ANY KEY TO CONTINUE  **
```

If the SF-133 can be transmitted, the AGENCY CONTACT INFORMATION screen is displayed to the User.

```
┌─────────────────────────────────┐
│            AGENCY               │
│      CONTACT INFORMATION        │
└─────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────┐
│  TREASURY SYMBOL:   xxxxxxxxxxxxxxx                             │
│                                                                │
│  CONTACT NAME:      [..............................]           │
│                                                                │
│  CONTACT PHONE:     [....] / [....] - [....]                    │
│                                                                │
│  CONTACT ADDR 1:    [..............................]           │
│                                                                │
│  CONTACT ADDR 2:    [..............................]           │
│                                                                │
│  CONTACT CITY:      [..............................]           │
│                                                                │
│  CONTACT STATE:     [....]                                     │
│                                                                │
│  CONTACT ZIP:       [....] - [....]                            │
│                                                                │
│                                                                │
│  SUPERVISOR NAME:   [..............................]           │
│                                                                │
│  SUPERVISOR PHONE:  [....] / [....] - [....]                   │
└──────────────────────────────────────────────────────────────┘
```

The following edits apply to fields on this screen:

       a. CONTACT NAME - Mandatory. Must contain at least one character.

       b. CONTACT PHONE - Mandatory. Must contain numeric digits in area code, exchange and number.

       c. CONTACT ADDR 1 - Mandatory. Must contain at least one character.

       d. CONTACT ADDR 2 - Optional. May be left blank.

       e. CONTACT CITY - Mandatory. Must contain at least one character.

       f. CONTACT STATE - Mandatory. Must contain at least two characters.

       g. CONTACT ZIP - Mandatory. First five digits must be numeric, last four digits are optional.

       h. SUPERVISOR NAME - Mandatory. Must contain at least one character.

       I. SUPERVISOR PHONE - Mandatory. Must contain numeric digits in area code, exchange and number.

The Contact Information is stored in the FSM System Database. If there is no data currently stored there, the fields on this screen will be blank and must be entered according to the edit rules defined above.

If there is information present, it will be displayed and the User can change it if necessary. If no changes are necessary press the **<ESC>** key and the program will continue, using the Contact Information displayed.

Once the Contact Information is verified, the program adds up the baseline totals from DAFIS, all adjustment amounts and External SF-133 amounts for the selected Treasury Symbol. The SF-133 totals are calculated from these amounts and rounded to the nearest whole dollar in preparation for transmission.

Lines 7 and 11 must be equal. The program tests for this condition and if line 7 does not equal line 11 the following error message is displayed:

```
xxxxxxxxxxxxxxxx SF-133 WILL NOT BE TRANSMITTED
 DUE TO A DIFFERENCE BETWEEN LINE_7 AND LINE _11
     LINE 7     Amount    ...  $              587,247
     Line 11    Amount    ...  $              587,249
    -----------------------------------------------------------------
     Difference ...                                     -2
        DO YOU WANT TO ADD AN EXTERNAL?  Y/N
```

This difference can be a result of rounding individual total lines on the report. An adjustment for the purpose of forcing the rounded figures to balance can be entered via the External SF-133 Adjustment process. This process is described, in detail, in Section 3.1.4, External SF-133 Adjustments.

Answering Yes (Y) to the error message above will take you directly to the SF-133 External Adjustment process. When you (Q)uit that process the program returns control to the Transmit SF-133 function. At that time the SF-133 will be recalculated, rounded and tested again for being in balance.

Answering No (N) to the error message leaves the SF-133 unchanged and in an out-of-balance state. The SF-133 will not be transmitted and the following message will be displayed:

```
                        < <  W  A R N  IN G  > >

THE OUT OF BALANCE TREASURY SYMBOL WAS NOT TRANSMITTED
               **   PRESS ANY KEY TO CONTINUE   **
```

If the SF-133 to be transmitted passes the in-balance edit tests, the program creates the Transmission File (TRANS.TXT). As this is being done the program displays the following message:

```
BUILDING SF-133 TRANSMIT FILE IN GOALS FORMAT
    FOR TREASURY SYMBOL xxxxxxxxxxxxxxx
               PLEASE WAIT
```

```
NOTE:
    THIS PROCESS ONLY CREATES THE TRANS.TXT FILE !
    TO ACTUALLY TRANSMIT THE TRANS.TXT FILE TO TREASURY
    YOU MUST EXECUTE OPTION (3), SEND TO TREASURY VIA PCLINK
    ON THE FSM APPLICATIONS MENU.
```

3.3.5.2. Transmit List of SF-133s - This option allows the User to transmit a number of SF-133s that are to be transmitted at one time using a list. This process is invoked by selection (2) on the TRANSMIT SF-133 TO TREASURY menu.

```
ENTER THE LIST ID NUMBER
```

The program then scans the Treasury Symbol Table for all TMT_FLAGs that have the selected List ID (1-9). When the List ID is encountered, the program executes the exact same logic as defined previously in Section 3.3.5.1, Transmit Single SF-133. Each Treasury Symbol marked for transmission in the Treasury Symbol Table is processed as if the User had entered that Treasury Symbol in the Transmit Single SF-133 process. All the same edits are performed including the test to see if the Treasury Symbol had already been transmitted at least once during the processing month. The User is given the opportunity to change the Contact Information for each SF-133 transmitted.

3.3.5.3. Retransmit Single SF-133 - This option allows the User to selectively retransmit a SF-133 that has already been transmitted to Treasury during that processing month. This process is invoked by selection (3) on the TRANSMIT SF-133 TO TREASURY menu.

This process performs some different functions than the previous two options did so that an audit trail of multiple transmissions can be maintained within the system. The operations of this option are identical to those defined in Section 3.3.5.1, Transmit Single SF-133.

If this option is selected and the Treasury Symbol entered has not been transmitted at least once during this processing month, the following message is displayed:

```
┌──────────────── < < E R R O R > > ────────────────┐
│                                                     │
│  TRSYMB xxxxxxxxxxxxxxxx ALREADY TRANSMITTED ONCE.  USE  │
│            USE TRANSMIT  OPTION FOR THE FIRST TIME       │
│              **  PRESS ANY KEY TO CONTINUE  **          │
│                                                     │
└─────────────────────────────────────────────────────┘
```

3.3.5.4. Move TRANS.TXT to Diskette - This option is used to move the User's TRANS.TXT file to a diskette for sending to Treasury at a later date or to move the TRANS.TXT to another computer where PCLINK will be used as a stand-alone system to send the SF-133 data to Treasury. This process is invoked by selection (4) on the TRANSMIT SF-133 TO TREASURY menu.

The User will be prompted to enter the diskette drive number as follows:

```
┌────────────────────────────┐
│                            │
│  ENTER THE DISK DRIVE:     │
│                            │
└────────────────────────────┘
```

The diskette should be loaded in the drive before typing the drive designation.

If there is no data in the TRANS.TXT file to be moved to diskette the following warning message is displayed:

```
┌──────────────────────────────┐
│        << WARNING >>         │
│  TRANS.TXT FILE DOES NOT EXIST │
│  **   PRESS ANY KEY TO CONTINUE ** │
│                              │
└──────────────────────────────┘
```

If the TRANS.TXT file is present, the program will copy the User's current TRANS.TXT file to the diskette and remove it from the hard disk.

3.3.5.5 Print TRANS.TXT - This option creates a DOS print of the TRANS.TXT file as it appears after the transactions are built by options (1) through (3).

3.3.6. Print List of SF-133 Worksheets - This option provides the capability to print SF-133 Worksheets as described in Section 3.3.1, Online SF-133, for a number of Treasury Symbols from a list. The PRT_FLAG in the

Treasury Symbol Table controls this operation. Refer to Section 3.3.7, Treasury Symbol Table Maintenance, for instructions on how to turn the PRT_FLAG on and off.

This process is invoked by selection (6) on the SF-133 PROCESS menu.

Since the system will allow multiple "lists" to be defined, the User is prompted for the List ID as follows:

```
ENTER THE LIST ID NUMBER
```

The program then scans the Treasury Symbol Table for all PRT_FLAGs that have the selected List ID (1-9). When the List ID is encountered, the SF-133 Worksheet for that Treasury Symbol is generated. Once all worksheets are generated they are sent to the printer. During the generation process the following message is displayed:

```
GENERATING THE WORK SHEET REPORT
            PLEASE WAIT
```

3.3.7. Treasury Symbol Table Maintenance - The R07 Table contains all the Treasury Symbols an Administration uses. SF-133s and/or SF-220s are not generated for all of these Treasury Symbols. By using the Treasury Symbol Table, the User can selectively control a list of Treasury Symbols for which SF-133s and/or SF-220s will be printed or transmitted to Treasury.

Initially the Treasury Symbol Table is populated with every Treasury Symbol that is in the Administration's R07 Table. This will happen the first time data is processed by this system. From that point on the Treasury Symbol Table is only changed if the User changes it using this option, selection (7) on the SF-133 PROCESS menu.

The types of data that are maintained on this table, by Treasury Symbol are:

a. TMT_FLAG - A flag that when "on" (values 1-9) indicates that the Treasury Symbol is to be automatically transmitted to Treasury when the User selects the **Transmit List of SF-133s** option (2) from the TRANSMIT SF-133 TO TREASURY menu (see section 3.3.5.2).

b. PRT_FLAG - A flag that when set "on" (values 1-9) indicates that the Treasury Symbol is to be selected for printing SF-133 or SF-220 Series Worksheets when the User selects the **Print List of SF-133 Worksheets** option (6) from the SF-133 PROCESS menu (see section 3.3.6) or **Print List of SF-220 Worksheets** option (5) from the SF-220 PROCESS menu (see section 3.4.5).

c. APPNME - Appropriation Name which is used to identify the Treasury Symbol in the table.

d. NOTE_1A - This is a 19 character field which will be printed as the "stub" information on line 1A of the SF-133.

e. NOTE_1D - This is a 19 character field which will be printed as the "stub" information on line 1D of the SF-133.

f. NOTE_5 - This is a 19 character field containing the Public Law designation for line 5 on the SF-133.

g. TMTCNTnn - Where nn = 01 through 12. This is a record of how many times a Treasury Symbol's SF-133 was transmitted to Treasury for processing months 01 through 12.

h. DATE - The date the specific record on the table was last updated.

I. TIME - The time of day the specific record on the table was last updated.

j. USER_ID - The User ID of the person last making a change to the specific record.

The Treasury Symbol Table is stored in the System Database area and will not automatically be refreshed when a new R07 Table is received in subsequent processing months. This is desirable. To efficiently use this table the User should delete all Treasury Symbols that will not be used for the SF-133 or SF-220 process. This will reduce the size of the table. If one of the Treasury symbols deleted, must be added to the table at a later date, this program has an (A)dd option.

When this option is selected, the first screen of the table is displayed as follows:

TRSYMB	TMT_FLAG	PRT_FLAG
0000000000000000		
6900130		
6908107		
6910130		

```
Use  ↑ , ↓ , PgUp, PgDn to select a Record, 1-9 OR Blank = (Un)mark, E = Erase Flags
Press <ESC> or  Q = Quit, A = Add, C= Change, D = Delete
```

The other data fields on this table can be seen by panning to the right or left using the € and € keys.

The operational functions available to the User on this screen are:

(1) **1-9 or BLANK = (UN)MARK TMT & PRT FLAG** - This function is used to turn the transmit (TMT_FLAG) and print (PRT_FLAG) flags "on" and "off" and at the same time create "lists" of Treasury Symbols to be either Transmitted (TMT_FLAG) or printed (PRT_FLAG). The system recognizes the flag to be in an "on" state when a value of 1 through 9 is in the flag. If the flag is BLANK it is in an "off" state. These are the two flags referred to in section 3.3.5.2, Transmit List of SF-133s and section 3.3.6, Print List of SF-133 Worksheets.

The numbers 1 through 9 used to turn a flag "on" are also used as a LIST ID #. Therefore, we can establish up to 9 separate "lists" of Treasury Symbols on this table.

Position the highlight bar on the TMT_FLAG or PRT_FLAG opposite the desired Treasury Symbol and type the LIST ID # to set the flag "on" or the SPACE BAR to set the flag "off". These fields can also be initiated or changed via the (A)dd and (C)hange functions.

(2) **E = ERASE FLAGS** - This function allows the Users to erase entire LIST ID #s from the Treasury Symbol Table. A single LIST ID # can be removed from just the TMT_FLAG column or the PRT_FLAG column or both columns. The User even has the option to remove ALL LIST ID #s from the columns. The User will be prompted to enter the List ID # to be erased as follows:

```
ENTER LIST ID # OR * FOR ALL
```

They will then be prompted as to which flag the selected List ID # is to be erased from.

```
ENTER T=TMT_FLAG, P=PRT_FLAG, B=BOTH
```

(3) <u>**<ESC> or Q = QUIT**</u> - This function terminates the Treasury Symbol Table Maintenance program. All additions, deletions and changes to the table will be saved at this point. Control will be returned to the SF-133 PROCESS menu.

(4) <u>**A = ADD**</u> - This function allows the User to add a Treasury Symbol to the table. When "A" is pressed a blank TREASURY SYMBOL TABLE MAINTENANCE screen is displayed as shown below:

```
            ┌──────────────────────────────┐
            │      T R E A S U R Y   S Y M B O L       │
            │   T A B L E   M A I N T E N A N C E     │
            └──────────────────────────────┘

  ┌──────────────────────────────────────────────────────┐
  │  A P P M E         ┌:::::::::::::::::::::::::::::::::::::::::┐     │
  │                    └:::::::::::::::::::::::::::::::::::::::::┘     │
  │  T R S Y M B       ┌::::::::::::::::::::::::::::::┐                │
  │                    └::::::::::::::::::::::::::::::┘                │
  │  T M T _ F L A G   ┌::::┐                                        │
  │                    └::::┘                                        │
  │  P R T _ F L A G   ┌::::┐                                        │
  │                    └::::┘                                        │
  │  N O T E _ 1 A     ┌::::::::::::::::::::::::::::::┐                │
  │                    └::::::::::::::::::::::::::::::┘                │
  │  N O T E   1 D     ┌::::::::::::::::::::::::::::::┐                │
  │                    └::::::::::::::::::::::::::::::┘                │
  │  N O T E _ 5       ┌::::::::::::::::::::::::::::::┐                │
  │                    └::::::::::::::::::::::::::::::┘                │
  └──────────────────────────────────────────────────────┘
```

The edits that apply to data fields on this input screen are as follows:

a. APPNME - Mandatory. Must have at least 1 character.

b. TRSYMB - Mandatory. Must not be a duplicate of a Treasury Symbol already in the table. If a duplicate Treasury Symbol is entered the following message is displayed:

```
┌───────────────────────────────────┐
│    DUPLICATE NOT ALLOWED.          │
│  TREASURY SYMBOL ALREADY EXISTS    │
│ ** PRESS ANY KEY TO CONTINUE **    │
└───────────────────────────────────┘
```

c. TMT_FLAG - Must be 1 through 9 or blank

d. PRT_FLAG - Must be 1 through 9 or blank

e. NOTE_1A - Optional. May be blank.

f. NOTE_1D - Optional. May be blank.

g. NOTE_5 - Optional. May be blank.

(5) <u>**C = CHANGE**</u> - This function allows the user to change existing values on the table. It is used most often to change the three NOTE fields since the TMT_FLAG and PRT_FLAG can be changed directly from the display screen. Position the highlight bar on the Treasury Symbol to be changed and type "C". The TREASURY SYMBOL TABLE MAINTENANCE screen will appear with the current table information for that Treasury Symbol. Position the cursor in the field to be changed and type the correct data. TRSYMB cannot be changed! All other fields listed above are available for change.

(6) **D = DELETE** - This function allows the User to remove extra records from the Treasury Symbol Table. Since this table only needs to contain the Treasury Symbols for the SF-133 process, all others can be deleted from the table. Move the highlight bar to the Treasury Symbol to be deleted and type "D".

If the Treasury Symbol to be deleted had been transmitted to Treasury during the year it cannot be deleted and the following message will appear:

```
THIS APPN. HAS BEEN TRANSMITTED TO TREASURY
      AT LEAST ONCE.  CANNOT DELETE !!!
      ** PRESS ANY KEY TO CONTINUE **
```

If the Treasury Symbol can be deleted from the table the TREASURY SYMBOL TABLE MAINTENANCE screen displaying the current data to be deleted will be displayed along with the following message:

```
WARNING: RECORD WILL BE DELETED
   DO YOU WISH TO CONTINUE?  Y/N
```

If the answer is Yes (Y) the record will be "marked" as deleted from the table and will no longer appear on the table.

3.3.8. FSM Table Maintenance Process - This is selection (8) on the SF-133 PROCESS menu. It is the same process as described earlier in Section 2.1.3, FSM Table Maintenance Process for specifics. This process is included on this menu and others for User convenience. Typically this process will be used from the SF-133 PROCESS menu for table query purposes.

3.3.9. Adjustment Query/Reversal - This function allows the Users an online view of all adjustments that have been entered in the processing month for a specific Treasury Symbol. It also provides the ability to automatically reverse any adjustment entered during the processing month. This function is invoked by selection (9) on the SF-133 PROCESS menu.

In processing month 12, the User will be prompted to specify which detail database is to be queried for adjustments, the pre-closing totals or the post-closing totals. The prompt appears as:

```
QUERY ON 1) PRE-CLOSING OR 2) POST-CLOSING DATA?  1
```

This selection directs the program as to which database of detail transactions is to be used for the query process.

The User is prompted for the Treasury Symbol as follows:

```
┌──────────────────────────────────────────────────────────────┐
│         ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄              │
│  FISCAL MONTH  XX                          FISCAL YEAR XX      │
│                   ┌──────────────────┐                        │
│                   │   ADJUSTMENTS    │                        │
│                   │  QUERY/REVERSAL  │                        │
│                   └──────────────────┘                        │
│                                                               │
│              ┌─────────────┌─────────────────────┐           │
│              │Treasury Symbol: ...................│           │
│                           └ ...................... ┘          │
│                                                               │
│                    ┌────────────────────────┐                │
│                    │    Treasury Symbol      │               │
│                    ├────────────────────────┤                │
│                    │ 00000000000000000       │               │
│                    │ 69X8107                 │               │
│                    │ 690/48106               │               │
│                    │ 6908104                 │               │
│                    │ 6911301                 │               │
│                    │                         │               │
│                    └────────────────────────┘                │
└──────────────────────────────────────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the
Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen.

The proper database is then queried for adjustments for the selected Treasury Symbol. If no adjustments are present
for the selected Treasury Symbol the following message is displayed ::

```
┌──────────────────────────────────────────┐
│         < < W  A R N IN G  > >            │
│      THERE ARE NO ADJUSTMENTS FOR         │
│ TREASURY SYMBOL xxxxxxxxxxxxxxxx          │
│      **  PRESS ANY KEY TO CONTINUE  **    │
│                                           │
└──────────────────────────────────────────┘
```

If adjustment records do exist for the selected Treasury Symbol an adjustment selection screen will be displayed
which contains the short description and adjustment transaction number of all adjustments for that Treasury Symbol.
The screen appears as follows:

```
┌──────────────────────────────────────────────────────────────┐
│         ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄              │
│  FISCAL MONTH  XX                          FISCAL YEAR XX      │
│                   ┌──────────────────┐                        │
│                   │   ADJUSTMENTS    │                        │
│                   │  QUERY/REVERSAL  │                        │
│  TREASY: xxxxxxxxxxx └────────────────┘                       │
│                                                               │
│   ┌────────────────────────────────────────────────────────┐ │
│   │   1   FIRST TEST ADJUSTMENT                             │ │
│   │   2   ADJUSTMENT TO CARRY-FORWARD BALANCES             │ │
│   │                                                        │ │
│   │                                                        │ │
│   └────────────────────────────────────────────────────────┘ │
│   ┌────────────────────────────────────────────────────────┐ │
│   │ Use     ,    , PgUp, PgDn to select a Record, <ESC> or Q = Quit │
│   │ V = View, R = Reverse Adjustment                       │ │
│   └────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────┘
```

The actions available on this screen are:

       (1) **<ESC> or Q = QUIT** - This function terminates the Adjustment Query/Reversal program. Control will be returned to the SF-133 PROCESS menu.

       (2) **V = VIEW** - This function allows the User to query the adjustment details for the selected adjustment. Position the cursor on the adjustment description to be viewed and press "V". The adjustment details will be displayed on the query window as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                   │
│  FISCAL MONTH  XX                             FISCAL YEAR XX      │
│  ──────────────────────┌──────────────────┐──────────────────────│
│  Adj.  Library#:       │   ADJUSTMENTS    │ Fiscal Month:  xx     │
│  Date:      mm/dd/yy    │  QUERY/REVERSAL  │ Fiscal Year:   xx     │
│  TREASY: xxxxxxxxxxxx   └──────────────────┘ Balance: YTD         │
│  DESC:  ADJUSTMENT TO CARRY-FORWARD BALANCES                      │
│                                              CREDIT:          0   │
│  1  ACCT:11AX NORM:  CR DEBIT:       1,123   CREDIT:      1,123   │
│  2  ACCT:46AX NORM:  DR DEBIT:           0   CREDIT:     22,334   │
│  3  ACCT:46AY NORM:  CR DEBIT:           0   CREDIT:          0   │
│  4  ACCT:12BA NORM:  DR DEBIT:      22,334                        │
│  ┌──────────────────────────────────────────────────────────┐    │
│  │ Use ↑ , ↓ , PgUp, PgDn to view individual details, <ESC> or Q = Quit │
│  │ L = Long description, R = Reverse Adjustment             │    │
│  └──────────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────────┘
```

On this screen there are two actions as well. They are as follows:

       (1) **L = LONG DESCRIPTION** - This option displays the long description for the adjustment in the "memo" description field that was used to originally enter the long description when the adjustment was created.

       (2) **R = REVERSE ADJUSTMENT** - This is the same action on both screens. This action generates an automatic reversal of the selected adjustment. When selected, the program displays the following warning message to the User:

```
┌─────────────────────────────────────────────────────────┐
│   REVERSAL TRANSACTION WILL BE AUTOMATICALLY            │
│ GENERATED FOR THE ADJUSTMENT SHOWN.  THE SYSTEM         │
│    WILL GENERATE OFF-SETTING DR/CR AMOUNTS.             │
│           DO YOU WISH TO CONTINUE?  Y/N                 │
└─────────────────────────────────────────────────────────┘
```

If the action was selected from the Adjustment selection screen the adjustment details are also displayed along with the warning message. If the action is invoked from the detail display screen the warning is super-imposed on the detail display screen.

If the answer is No (N) the program returns to the original screen display from which the action was invoked.

If the answer is Yes (Y) the system will generate reversing adjustment transactions with the next available transaction sequence number. The Description of the new reversal adjustment will have the words "*AUTO REV* - " appended to the front of the description of the adjustment that was reversed. The new adjustment would then appear in the adjustment selection window as follows:

```
             ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH  XX                                        FISCAL YEAR XX
                         ┌──────────────────────┐
                         │     ADJUSTMENTS      │
                         │   QUERY/REVERSAL     │
 TREASY: xxxxxxxxxxxx     └──────────────────────┘


 ┌──────────────────────────────────────────────────────────────────┐
 │                                                                    │
 │  1  FIRST TEST ADJUSTMENT                                          │
 │  2  ADJUSTMENT TO CARRY-FORWARD BALANCES                          │
 │ 18  *AUTO REV* - ADJUSTMENT TO CARRY-FORWARD BALANCES             │
 │                                                                    │
 │                                                                    │
 └──────────────────────────────────────────────────────────────────┘

 ┌──────────────────────────────────────────────────────────────────┐
 │ Use  ↑ ,  ↓ , PgUp, PgDn to select a Record, <ESC> or Q = Quit    │
 │ V = View, R = Reverse Adjustment                                   │
 └──────────────────────────────────────────────────────────────────┘
```

3.4. SF-220 Process - This section describes the operations of the SF-220-8, SF220-9 and TFS-2108. The following functions can be executed from this menu.

        a. Online SF-220 - This function provides an outline display of the SF-220 supporting statements, SF-220-8 and SF-220-9 for a single Treasury Symbol. It also provides an immediate link to all the adjustment processes defined earlier (preformatted, Open and External). From this process the User can also enter footnotes on either of the SF-220 supporting statements and print a hard copy worksheet of either SF-220 supporting statement.

        b. Print List of SF-220 Worksheets - The Online SF-220 program prints SF-220 supporting statement, SF-200-8 and SF-200-9 worksheets for individual Treasury Symbols. This program prints selected worksheets and their associated footnotes for a list of Treasury Symbols as designated by PRT_FLAGs set in the Treasury Symbol Table.

        c. Adjustment Query/Reversal - This program allows the User to look at all adjustments to the TFS-2108 report that have been entered in the system for any given Treasury Symbol. At the time they are displayed to the User, the User can choose to generate an automatic reversal of any selected adjustment. This process maintains a complete audit trail shown below.

The SF-220 process is invoked as selection (4) on the FSM MAIN Menu. It calls up the SF-220 Process menu as shown below.

```
             ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

 FISCAL MONTH XX                                         FISCAL YEAR XX
                       ┌──────────────────────┐
                       │       SF-220         │
                       │      PROCESS         │
                       └──────────────────────┘

              1. OnLine SF-220 Reports
              2. Define/Print SF-220 Reports
              3. Define/Print TSF-2108 Reports
              4. SF-220 Transmit to Treasury
              5. Print List of SF-220 Worksheets
              6. Treasury Symbol Table Maintenance
              7. FSM Table Maintenance Process
              8. Adjustment Query/Reversal

              0. Return to Previous Menu

                    xxxxx  Selection Help Message  xxxxx
```

3.4.1. Online SF-220 - This option is selection (1) on the SF-220 PROCESS menu. It provides an online access to a given Treasury Symbol's SF-220 reports.

The User is prompted to enter the Treasury Symbol as follows

:

```
       ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH  XX                                      FISCAL YEAR XX
                      ┌──────────────────┐
                      │     SF-220       │
                      │    PROCESS       │
                      └──────────────────┘

            ┌───────────────────────────────────┐
            │ Treasury Symbol: ┌ ─ ─ ─ ─ ─ ─ ─ ┐ │
            │                  └ ─ ─ ─ ─ ─ ─ ─ ┘ │
            └───────────────────────────────────┘

                  ┌──────────────────────────┐
                  │      Treasury Symbol      │
                  │                          │
                  │  00000000000000000       │
                  │  69X8107                 │
                  │  690/48106               │
                  │  6908104                 │
                  │  6911301                 │
                  │                          │
                  └──────────────────────────┘
```
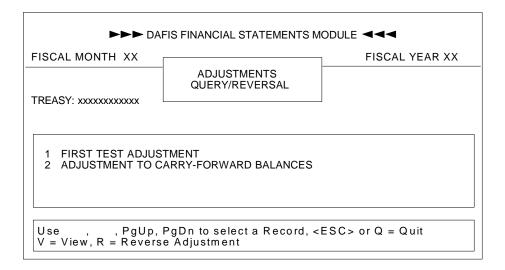
Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen as shown above.

Once the Treasury Symbol has been selected, the program displays a menu of SF-220 reports that can be selected for on-line processing as follows:

```
       ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX                                       FISCAL YEAR XX
                   ┌──────────────────┐
                   │  ONLINE SF-220   │
                   │    REPORTS       │
                   └──────────────────┘


            TREASURY SYMBOL 6900102


                1. SF-220-8

                2. SF-220-9

                3. TSF-2108


                0. Return to Previous Menu

        Online Display of SF-220-8 Report - Input/Display
            Press <Esc> to Exit this Period Processing
```

3.4.1.1. Online Display of SF-220 Series and TSF-2108 Reports - This section describes the operations of the TSF-2108 Report. The next section describes the input forms for the SF-220 supporting statements (SF-220-8 and SF-220-9).

```
┌──────────────────────────────────────────────────────────────────────────────┐
│  Line                        TSF-2108                                          │
│  No.         TREASURY SYMBOL: 690891                                           │
├──────────────────────────────────────────────────────────┬─────────────────────┤
│   2. TREASURY TRIAL BALANCE:                              │  $          0       │
│                                                           │                     │
│        Preclosing Unexpended Balance _____    │                     │
│                                                           │                     │
│      BORROWING AUTHORITY:                                 │                     │
│   3.                                                      │  $          0       │
│        Increase and Rescissions _____     │                     │
│                                                           │                     │
│      UNOBLIGATED:                                         │                     │
│   4.                                                      │  $          0       │
│        Unobligated Balance - Withdrawn ( - ) or Restored ( + ) _____  │          │
│                                                           │                     │
│      FUND RESOURCES:                                      │                     │
│                                                           │                     │
│   5.   Postclosing Unexpended Balance _____    │  $          0       │
│   6.   Other Authorizations _____    │  $          0       │
│   7.   Reimbursements Earned and Refunds _____     │  $          0       │
│   8.   Unfilled Customer Orders _____    │  $          0       │
├──────────────────────────────────────────────────────────┴─────────────────────┤
│ Use ↑ , ↓ , PgUp, PgDn to select a Line.  <Enter> for Details, <Esc> or Q = Quit,│
│ A = Adjustment, E = External, P = Print, N = Note, F = Footnote                  │
└──────────────────────────────────────────────────────────────────────────────┘
```

A window of approximately 15-18 lines will appear. The rest of the report can be viewed by using the €, €, PgUp or PgDn keys. To perform any of the functions which apply to specific lines of data, position the cursor on the desired line. The adjustments indicators as described earlier appear in the upper right corner of the screen.

The actions available to the User on all TSF-2108 Series Report screen are:

(1) **<ESC> or Q = QUIT** - This function exits from the selected SF-220 Report display and returns to ONLINE SF-220 REPORTS menu where another SF-220 Series report can be selected for that Treasury Symbol.

(2) **ENTER = DISPLAY DETAILS** - Moving the cursor to any line and pressing ENTER will bring up the Amount Details screen for that line as shown below.

```
        FORMULA                       SF-221 DETAIL
ENDBAL ( +5100 +5200 +5400 +5500              TREASURY SYMBOL  690891
        +5600 +5900) NON-GOV


   5900     59AY    $            182,086.00   OTH REVENUE-UNCLAS-P
   5900     ****    $            182,086.00
   EX  1    ****                   1,000.00




   2B.              $            183,086
```

This screen has eleven lines of detail information. The rest of the detail lines can be viewed by using the €, €, PgUp or PgDn keys.

Each detail line represents a net total of the balances (BEG, YTD or END), depending on the formula, for each General Ledger (G/L) Account in the formula and a grand total for the SGL Account (****) that the G/L Account belongs to.

If there is an External adjustment for this SF-220 Report and Treasury Symbol, the amount from the External adjustment for that line will be displayed on this screen with "EX n" (where n=external number) in the left column and "****" in the second column.

The last line on the screen is the total from that line as it appears on the SF-220 report selected.

To return to the report display screen press ESC.

       (3) **A = ADJUSTMENT** - This function key calls up the Adjustment program window. The Adjustment program window is the same program as described earlier in section 3.1, FSM Adjustments Process. Refer to sections 3.1.2, Preformatted Adjustments and 3.1.3, Open Adjustments to see how these functions operate.

Enter any adjustments that are necessary and terminate the adjustment program normally.

When the adjustment program is terminated, control is returned to the Online report program. The selected report is recalculated and displayed with new totals containing the adjustments entered. INCL: ADJ will also appear in the upper right corner of the report display if the adjustments affected any totals on that specific TSF-2108 report.

       (4) **E = EXTERNAL** - This function key calls up the External Adjustment Program window. The External Adjustment Program window is the same program as described in section 3.1.4, External Adjustments. Refer to this section for instructions on how to enter an External adjustment for the TSF-2108 report selected.

Enter the External adjustment as required and terminate the process normally.

When the program is terminated, control is returned to the Online report program. The selected report is recalculated and displayed with new totals containing any External adjustments entered.

INCL: EXT will also appear in the upper right corner of the report display if an External adjustment is present.

(5) **P = PRINT** - This function prints a worksheet of the selected TSF-2108 report. Everything that is displayed to the User on the screen, in multiple pages, is printed on up to three hard copy pages of the worksheet. This option is used for printing single worksheets. It is possible to print worksheets for a list of Treasury Symbols. Refer to Section 3.4.5, Print List of SF-220 Worksheets, for instructions on how to print worksheets for a list of Treasury Symbols.

A separate page of FOOTNOTES is printed if footnotes are entered for the report.

(6) **F = FOOTNOTE** - This function allows the entry and editing of footnote text. This function brings up a text entry window as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│        Enter description, when completed, press CTRL-W to save.        │
│                  Press ESC to exit without saving.                     │
├──────────────────────────────────────────────────────────────────────┤
│ 1c.   There is no amount on this Line because - - - - -               │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

The footnotes are typed in this window. There are limited editing capabilities. Characters can be typed over and inserted. Lines can be inserted. There is automatic line wrap-around. There are no 'block' editing features. Once the footnote is entered press CTRL-W to save the text. If you wish to save the text box without making changes press ESC.

3.4.1.2. SF-220 Supporting Statement Input Forms - This section describes the operations for the two SF-220 Supporting Statement input forms. They are the SF-220-8 and SF-220-9. These two forms are displayed to the User, either blank or with previously entered data. General Ledger adjustments and external adjustments do not affect these forms. The amounts on these two forms are edited against amounts on the TSF-2108 and the SF-133 reports when the "validation" process is executed from the report printing option (See Section 3.4.2, P=PRINT option) or the Transmit to Treasury option. Each of these input forms has its own "internal" validation edits based upon the form's Treasury Instructions. These edits will be performed prior to "saving" the form.

The input operations on both forms are very similar. They are different only in the cursor movement between columns as follows:

a. The SF-220-8 has many sections, each of which generally uses two columns. The left column is a "number" and the right column is an "amount". The cursor moves automatically from the "number" to the "amount" columns when data is entered. Placement of the cursor can be directly controlled by using the left (€), right (€), up (€) and down (€) arrows. A down arrow (€) will appear at the top of the column that has been selected for entry and a highlight bar will be on the line selected for entry.

b. The SF-220-9 also has many sections, each of which has three columns. The first column is a "number" column, and the second and third columns are "dollar" columns. The first dollar column is Principal and the second is Interest and Late Charges. The cursor will automatically move from one column to the next as figures are entered, or the placement of the cursor can be directly controlled by using the left, right, up and down arrows. A down arrow will appear at the top of the column that has been selected for entry and a highlight bar will be on the line selected for entry.

The input forms appear as follows:

LINE NO.	SF-220-8 TREASURY SYMBOL: 6920130	NUMBER	AMOUNT	
PART I				
STATUS OF GUARANTEED LOANS				
Section A				
Guaranted Loans Outstanding				
1. Outstanding, Beginning of FY	0	$	0
a. Agency Share of Risk		$	0
b. Lender Share of Risk		$	0
2. New Guaranteed Loans (-)	0	$	0
3. Collection (-)		$	0
4. Guaranteed Loans Terminated (-)		$	0
5. Adjustments, Net (+) or (-)	0	$	0
6. Outstanding End of Period		$	0
a. Agency Share of Risk	0	$	0
b. Lender Share of Risk		$	0

Use ↑ , ↓ , PgUp, PgDn to select a Line. <ESC> or Q = Quit, F = Footnote
P = Print, G = Go to Line

SF-220-9   REPORT ON RECEIVABLES DUE FROM THE PUBLIC
TREASURY SYMBOL: 6900102   Fiscal   Year 1994   Quarter
TYPE OF RECEIVABLE: DIRECT LOANS

		DOLLARS	
	NUMBER	**Principal**	**Int & Late Chrgs**
PART I **STATUS OF RECEIVABLES**			
Section A **Outstanding Receivables**			
1. Beginning FY Balance	0	0	0
2. New Receivables	0	0	
3. Accruals			0
4. Collections on Receivables		0	0
5. Adjustments		0	0
a. Reclassified/Adjusted Amounts		0	0
b. Estimate Value of Acquired Property		0	0
c. Estimate Loss on Collateralized Debt	0	0	0

Use ↑ , ↓ , PgUp, PgDn to select a Line. <ESC> or Q = Quit, F = Footnote
P = Print, G = Go to Line, T = Change Type of Receivable

NOTE:
On all forms the following action options (Q = QUIT,
P = PRINT, G = GO TO and F = FOOTNOTE) can only be
invoked from a numeric field. When the cursor is
positioned in a character input field the action options
are considered alphabetic input characters for those fields.

The actions available to the User on all SF-220 Supporting Statements are:

        (1) **<ESC> or Q = QUIT** - This function exits from the selected SF-220 Supporting Statement
and performs the validation edits for that statement. If there are any validation errors they will be displayed to the
User specifying which lines are out of balance. An example of one of these edit messages is as follows:

        PART I   SECTION A   LINE 5
999,999,999,000 MUST EQUAL 999,999,999,999
        PART III   SECTION B   LINE 1A
          DO YOU WISH TO QUIT Y/N?

.

If the User chooses not (N) to quit, the program will automatically position the cursor on the second line in the
edit message.

If the User chooses to quit (Y) the data entered on the form is "saved" on the database and control is returned to the ONLINE SF-220 REPORTS menu where another SF-220 Series report can be selected for that Treasury Symbol.

(2) **F = FOOTNOTE** - This function allows the entry and editing of footnote text. This function brings up a text entry window as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│          Enter description, when completed, press CTRL-W to save. │
│                   Press ESC to exit without saving.               │
├─────────────────────────────────────────────────────────────────┤
│ 1c.   There is no amount on this Line because - - - - -           │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The footnotes are typed in this window. There are limited editing capabilities. Characters can be typed over and inserted. Lines can be inserted. There is automatic line wrap-around. There are no 'block' editing features. Once the footnote is entered press CTRL-W to save the text. If you wish to save the text box without making changes press ESC.

(3) **P = PRINT** - This function prints a worksheet of the selected SF-220 supporting statement. Everything that is displayed to the User on the screen, in multiple pages, is contained on one or two hard copy pages of the worksheet. This option is used for printing single worksheets. It is possible to print worksheets for a list of Treasury Symbols. Refer to Section 3.4.5, Print List of SF-220 Worksheets, for instructions on how to print worksheets for a list of Treasury Symbols.

A separate page of FOOTNOTES is printed if footnotes are entered for the report.

(4) **G = GO TO LINE** - This features allows the User to move rapidly around the form. Since the supporting statements have multiple parts with multiple sections each with several lines, this feature is used to move the cursor directly to a specific line on the form. When "G" is entered the following input window appears:

SF-220-8 and SF-220-9:

```
┌───────────────────────────────┐
│                               │
│    ENTER THE LINE DESIRED     │
│  PART I   SECTION A    LINE 1A│
│                               │
└───────────────────────────────┘
```

Type the Part, Section and Line number desired and the program will position the cursor on the first available input column for that line.

(5) **T=CHANGE TYPE OF RECEIVABLE** - This feature allows the user to change the type of receivable. The selections are:

(D) = Direct Loans
(G) = Defaulted Guaranteed Loans
(N) = Non-Credit

NOTE: THIS FEATURE IS AVAILABLE FOR THE SF-220-9 REPORT ONLY

3.4.2. Define/Print SF-220 Reports - This function allows the User to define which Treasury Symbols are to be included in each of the Fund Type SF-220 Reports. It also provides the capabilities to add some of the "OTHER" amounts to the report as well as Fund Type Report Level footnotes.   This function maintains a library of the User defined reports that can be changed at any time. The reports generated by this function are replicas of the SF-220 reports, ready for signature. This function also provides the capability to generate a consolidated (Fund Type 6) report consisting of a summary of generated Fund Type reports.

This function is invoked by selection (2) on the SF-220 Process menu.

When this function is selected the program will display a screen with all of the existing report SF-220 library entries listed. If there are no existing reports in the library the following message is displayed:

```
THERE ARE NO REPORTS IN THE REPORT DATABASE
     DO YOU WANT TO ADD A REPORT?  Y/N
```

If the answer is No (N) the program returns to the SF-220 Process menu.

If the answer is Yes (Y) the program prompts the User for a description of the report to be added to the library described in the ADD REPORT function below:

3.4.2.1 SF-220 OMB-ID/Fund Type Report Library - If there are reports in the report library, the program displays the SF-220 FUND TYPE REPORT screen as shown below:

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                   │
│    FISCAL MONTH  XX      ┌──────────────┐      FISCAL YEAR XX    │
│                          │   SF-220     │                        │
│                          │   PROCESS    │                        │
│                          └──────────────┘                        │
│                                                                   │
│                                                                   │
│    ┌─────────────────────────────────────────────────────────┐  │
│    │                                                           │  │
│    │  1   1   FIRST TEST REPORT                               │  │
│    │  2   3   REPORT FOR ALL OPERATIONS APPROPRIATIONS         │  │
│    │                                                           │  │
│    │                                                           │  │
│    └─────────────────────────────────────────────────────────┘  │
│                                                                   │
│    ┌─────────────────────────────────────────────────────────┐  │
│    │  Use  ↑ ,  ↓ , PgUp, PgDn to select a Record, <ESC> or Q = Quit │
│    │  A=Add, C=Change, D=Delete, U=Undelete, V=View, P=Print  │  │
│    │  M=Merge/Consolidate, X=Mark, E=External, F=Footnote     │  │
│    └─────────────────────────────────────────────────────────┘  │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Each line on this window consists of the report number, the Fund Type code and the report Description.

The actions available to the User on this screen are:

　　　　(1) **<ESC> or Q = QUIT** - This function terminates processing of the Define/Print SF-220 Report program and control is returned to the SF-220 Process menu.

　　　　(2) **A = ADD (Report)** - This function adds a new OMB-ID/Fund Type report definition to the library. Report definitions consist of a description, Fund Type Code (1-5), OMBID Code, Bureau/Organization and/or BASIS Used information. The User is prompted to enter this information as follows:

```
┌───────────────────────────────────────────────────────────┐
│                    ENTER DESCRIPTION                        │
│  FIRST TEST REPORT                                          │
│  FUND TYPE:      1                                          │
│  OMB ID CODE:    69X0650                                    │
│  BUREAU/ORG:     FRB P-192-001                              │
│  BASIS USED:     CASH                                       │
└───────────────────────────────────────────────────────────┘
```

A report record is created in the library with just the information entered via this screen. The Treasury Symbols for that report are then entered via the report definition screen. After the above information is entered, the report definition screen is displayed to the User as shown below:

```
                              F I R S T   T E S T   R E P O R T
                  CONTAINS THE FOLLOWING TREASURY SYMBOLS

        ┌──────────────────────────────┬──────────────────────────────────┐
        │         SEQ_NO               │          TRSYMB                  │
        ├──────────────────────────────┼──────────────────────────────────┤
        │                              │                                  │
        │                              │                                  │
        │                              │                                  │
        │                              │                                  │
        │                              │                                  │
        │                              │                                  │
        └──────────────────────────────┴──────────────────────────────────┘

        ┌──────────────────────────────────────────────────────────────────┐
        │  Use  ↑  ,  ↓  , PgUp, PgDn to select a Record, Esc> or Q = Quit  │
        │       A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE  ↓↑   │
        └──────────────────────────────────────────────────────────────────┘
```

(3) **C = CHANGE** - This function allows the User to make changes to a report definition that already exists on the library. Position the highlight bar on the report number and description of the report library record that is to be changed and press "C".

```
    ┌──────────────────────────────────────────────────────────────────────┐
    │          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                     │
    │                   ┌─────────────────────────┐                         │
    │  FISCAL MONTH  XX │                         │      FISCAL YEAR XX     │
    │ ──────────────────│        SF-220           │─────────────────────    │
    │                   │     FUND TYPE REPORT    │                         │
    │                   └─────────────────────────┘                         │
    │                                                                        │
    │    ┌─────────────────────────────────────────────────────────┐        │
    │    │ 1    1   FIRST TEST REPORT                               │        │
    │    │ 2    3   REPORT FOR ALL OPERATIONS APPROPRIATIONS        │        │
    │    └─────────────────────────────────────────────────────────┘        │
    │                                                                        │
    └──────────────────────────────────────────────────────────────────────┘
```

The report information input window will appear with the information for the report. This can be changed at this time. Press ENTER through all the fields to complete the change.

```
    ┌────────────────────────────────────────────────────────────────┐
    │                    ENTER DESCRIPTION                           │
    │ ┌────────────────────────────────────────────────────────────┐ │
    │ │ SECOND TEST REPORT                                         │ │
    │ └────────────────────────────────────────────────────────────┘ │
    │ FUND TYPE:      1                                               │
    │ OMB ID CODE:   ┌─────────────────────────────┐                 │
    │                │ 69X0650                     │                 │
    │                └─────────────────────────────┘                 │
    │ BUREAU/ORG:    ┌─────────────────────────────┐                 │
    │                │ FRB P-192-001               │                 │
    │                └─────────────────────────────┘                 │
    │ BASIS USED:    ┌─────────────────────────────┐                 │
    │                │ CASH                        │                 │
    │                └─────────────────────────────┘                 │
    └────────────────────────────────────────────────────────────────┘
```

The report definition screen, with the new description at the top, will be displayed to allow changes to be made to the Treasury Symbol selections.

SECOND TEST REPORT
CONTAINS THE FOLLOWING TREASURY SYMBOLS

SEQ_NO	TRSYMB
1	69X1301
2	6911301
3	6901301

Use ↑ , ↓ , PgUp, PgDn to select a Record, Esc> or Q = Quit
A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE ↓↑

 (4) **D = DELETE** - This function will remove a report definition from the report library. Place the highlight bar on the report to be deleted and press "D".

SECOND TEST REPORT
CONTAINS THE FOLLOWING TREASURY SYMBOLS

SEQ_NO	TRSYMB
1	69X1301
2	6911301
3	6901301

THIS REPORT WILL BE DELETED
ARE YOU SURE? Y/N

If the answer is Yes (Y) the report definition record will be "marked" for deletion. The SF-220 FUND TYPE REPORT screen is displayed with a "D" to the left of the reports marked for deletion.

►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX   FISCAL YEAR XX

SF-220
MULTI-COLUMN REPORT

D 1   1 SECOND TEST REPORT
   2   3 REPORT FOR ALL OPERATIONS APPROPRIATIONS

Once "marked" for deletion, a report cannot be (C)hanged or (P)rinted.

 (5) **U = UNDELETE** - If a report definition is mistakenly "marked" for deletion all is not lost. The report definition can be "unmarked" by placing the highlight bar on the (D)eleted report description and pressing "U". The "D" will disappear and the report will be available for normal processing.

 (6) **V = VIEW** - This function allows the User to view the Treasury Symbols selected for a particular Fund Type report without making any changes to the report definition. Position the highlight bar on the selected report description and press "V". The report definition screen will be displayed showing the Treasury Symbols included in the report.

```
                          SECOND TEST REPORT
                 CONTAINS THE FOLLOWING TREASURY SYMBOLS
```

SEQ_NO	TRSYMB
1	69X1301
2	6911301
3	6901301

The only operations available to the User on a (V)iew screen is the <ESC> or (Q)uit.

       (7) **P = PRINT** - This option provides signature-ready SF-220 Series Reports, supporting statements and a special Validation report. In order to get a signature-ready copy of the report the report must be selected for printing. Place the highlight bar on the selected report description and press "P".

All SF-220 reports are printed with "Contact Information". To ensure this information is correct the User will be prompted to make changes to the "Contact Information" currently stored in the system database. This process is identical to the Contact Information process as defined in Section 3.3.5.1.

The User will be prompted to enter the specific SF-220 Report to be generated. Valid selections are ALL and VAL.

> NOTE:
>   VAL = Validation Report. Validates various totals
>   on the SF-220 Series Reports against one
>   another.

A message indicating the report selected will appear as the signature ready report is being generated and printed.

The report is then printed and control is returned to the SF-220   MULTI-COLUMN REPORT screen.

       (8) **M = MERGE/CONSOLIDATE** - This action allows the creation of a Consolidated Report. Any combination of OMB-ID/Fund Type Report definitions can be combined into a consolidated (Fund Type 6) report.

In order to use this action one or more report definitions must first be (X)Marked for consolidation. See X = MARK below. This option then creates a report definition with Fund Type automatically set to "6". The User is prompted to enter a Description, OMB-ID Code, Bureau/Organization and Basis Used as described earlier for the (A)dd opinion. The program then creates a report definition consisting of all the Treasury Symbols contained in the "marked" report definition.

> NOTE:
>   The duplicate Treasury Symbol edit is not
>   Implemented againstConsolidated Report
>   definitions.

The new, Consolidated report can now be selected for (P)rinting.

       (9) **X = MARK** - Report definitions that are to be Merged/Consolidated into a "Consolidated Report" (Fund Type - 6) must first be "marked" with an (X).

Position the highlight bar on the selected report and type "X". An "X" will appear to the left. If a report is to be "unmarked" press the space bar and the "X" will disappear.

All report definitions "marked" with an "X" will be rolled into a consolidated report when the (M)erge/Consolidate action is selected.

       (10) **E = EXTERNAL** - There are several lines on the SF-220 Report which require User input of an alpha description and an amount. These amounts must be included in the final report.

This action provides an input screen for the User to enter the "other" amounts necessary for the various SF-220 reports. Press "E" and an input screen will be displayed as shown below.

Position the highlight bar on the desired line for the desired report and enter the description and the amount for that line.

The <ESC> or Q = QUIT action will save the external amounts record and exit to the SF-220 Fund Type Reports selection screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ LINE                    SF-220 REPORT EXTERNALS                               │
│ NO.                                                                           │
│                                                                               │
│ ┌SF-220    External 'OTHER' Amounts/Descriptions ┐                            │
│ └─────────────────────────────────────────────────┘         $        0       │
│ 4d.        Other Inventories                                 $        0       │
│   2.                                                         $        0       │
│   3.                                                                          │
│   4.                                                                          │
│ 5c.        Other Investments                                 $        0       │
│   2.                                                         $        0       │
│   3.                                                         $        0       │
│   4.                                                                          │
│ 7f.        Other Properties                                  $        0       │
│   2.                                                         $        0       │
│   3.                                                         $        0       │
│   4.                                                                          │
│ 8.         Other Assets                                      $        0       │
│   b.                                                         $        0       │
│   c.                                                                          │
│ 18.        Other Liabilities                                 $                │
│   b.                                                         $        0       │
│   c.                                                         $        0       │
│   d.                                                                  0       │
│                                                                               │
│ ┌SF-221    External 'OTHER' Amounts Descriptions ┐                            │
│ └─────────────────────────────────────────────────┘         $        0       │
│                                                             $        0       │
│ 4.         Other Financing Sources                          $        0       │
│   b.                                                                          │
│   c.                                                                          │
│   d.                                                         $        0       │
│ 9c.        Other Interest Expense                           $        0       │
│   2.                                                         $        0       │
│   3.                                                                          │
│   4.                                                         $        0       │
│ 10.        Other Funded Expenses                                             │
│   d.                                                                          │
│ ┌SF-222    External 'OTHER' Amounts/Descriptions ┐          $        0       │
│ └─────────────────────────────────────────────────┘         $        0       │
│ 2g.        Other Sources of Funds                           $        0       │
│   2.                                                                          │
│   3.                                                         $        0       │
│   4.                                                         $        0       │
│ 3f.        Other Application of Funds                        $        0       │
│   2.                                                                          │
│   3.                                                                          │
│   4.                                                                          │
│                                                                               │
│ ─────────────────────────────────────────────────────────────────────────── │
│                                                                               │
│     Use ↑ , ↓ , PgUp, PgDn to select a Line.  <ESC> or Q = Quit              │
│                                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

(11) **F = Footnote** - This action allows the entry of general footnotes that will be printed along with the SF-220 reports. They should be entered with a reference to report number and line number if applicable. The footnote action works the same way as all footnotes do throughout the system. There is a maximum of 32,000 characters available for footnotes at this level.

Remember, each Treasury Symbol has footnote capability on each of the SF-220 Series Reports. They will also be printed after each report with a cross reference to the Treasury Symbol where they originated. If such a cross reference is not desired then this Footnote area should be used.

3.4.3. Define/Print TSF-2108 Reports - This function allows the User to define which Treasury Symbols are to be included in the TSF-2108 Report. It also provides the capabilities to add GENERAL FOOTNOTES to the report.   This function maintains a library of the User defined TSF-2108 reports that can be changed at any time. The reports generated by this function are replicas of the signature-ready TSF-2108 report.

This function is invoked by selection (3) on the SF-220 Process menu.

When this function is selected, the program will display a screen with all of the existing TSF-2108 report library entries listed. If there are no existing reports in the library the following message is displayed:

```
┌─────────────────────────────────────────────────────┐
│                                                     │
│   THERE ARE NO REPORTS IN THE REPORT DATABASE       │
│        DO YOU WANT TO ADD A REPORT?  Y/N            │
│                                                     │
└─────────────────────────────────────────────────────┘
```

If the answer is No (N), the program returns to the SF-220 PROCESS menu.

If the answer is Yes (Y), the program prompts the User for a description of the report to be added to the library described in the (A)dd REPORT function as defined in Section 3.4.2.1, above.

3.4.4. SF-220 Transmit to Treasury - This function provides the capability to build the necessary data files for transmitting the SF-220 Series Report information to Treasury. This process only builds the TRANS.TXT file which can then be transmitted to Treasury via the Send to Treasury via PCLINK process (See Section 1.4.3, Send to Treasury via PCLINK).

This option is invoked as selection (4) on the SF-220 PROCESS menu. When chosen, the TRANSMIT SF-220 TO TREASURY menu is displayed as follows:

```
┌──────────────────────────────────────────────────────────────────┐
│         ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄                 │
│                                                                   │
│ FISCAL MONTH XX      ┌─────────────────┐      FISCAL YEAR XX      │
│                      │ SF-220 TRANSMIT │                          │
│                      │   TO TREASURY   │                          │
│                      └─────────────────┘                          │
│                                                                   │
│                                                                   │
│          1. Build SF-220-8                                        │
│          2. Build SF-220-9                                        │
│          3. Build TSF-2108                                        │
│          4. Move TRANS.TXT to Diskette                            │
│          5. Print TRANS.TXT                                       │
│                                                                   │
│          0. Return to Previous Menu                               │
│                                                                   │
│             xxxxx  Selection Help Message  xxxxx                  │
│                                                                   │
└──────────────────────────────────────────────────────────────────┘
```

Based upon which selection is chosen from this menu, the program will build the data file (TRANS.TXT) needed to transmit the information to Treasury.

The supporting statements (SF-220-8 and SF-220-9) can be generated separately since they are required to be sent to Treasury on a different schedule. The TSF-2108 transmit file is also a separate selection for the same reason.

3.4.5. Print List of SF-220 Worksheets - This option provides the capability to print SF-220 Worksheets, as described in Section 3.4.1, Online SF-220, for a number of Treasury Symbols. The PRT_FLAG in the Treasury Symbol Table controls this operation. Refer to Section 3.3.7, Treasury Symbol Table Maintenance, for instructions on how to turn the PRT_FLAG on and off.

This process is invoked by selection (5) on the SF-220 PROCESS menu.

The SF-220 WORK SHEETS Menu is displayed as follows:

```
┌─────────────────────────────────────────────────────────────┐
│          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄          │
│ FISCAL MONTH XX        ┌───────────────┐     FISCAL YEAR XX  │
│                        │    SF-220     │                     │
│                        │  WORK SHEETS  │                     │
│                        └───────────────┘                     │
│                                                               │
│                                                               │
│             1.  SF-220-8                                       │
│                                                               │
│             2.  SF-220-9                                       │
│                                                               │
│             3.  TSF-2108                                       │
│                                                               │
│                                                               │
│                                                               │
│             0.  Return to Previous Menu                        │
│                                                               │
│         Print SF-220-8 Worksheets from PRTFLG List            │
│           Press <Esc> to Exit this Period Processing          │
└─────────────────────────────────────────────────────────────┘
```

The User selects which SF-220 report is to be generated for the list of Treasury Symbols. Once the report is selected the User is prompted to specify which list of Treasury Symbols is to be used.

Since the system will allow multiple "lists" to be defined, the User is prompted for the List ID as follows:

```
┌─────────────────────────────┐
│ ENTER THE LIST ID NUMBER    │
└─────────────────────────────┘
```

The program then scans the Treasury Symbol Table for all PRT_FLAGs that have the selected List ID (1-9). When the List ID is encountered, the specified SF-220 Report Worksheet for that Treasury Symbol is generated. Once all worksheets are generated they are sent to the printer. During the generation process the following message is displayed:

```
┌──────────────────────────────────┐
│ GENERATING THE WORK SHEET REPORT  │
│           PLEASE WAIT             │
└──────────────────────────────────┘
```

3.4.6. Treasury Symbol Table Maintenance - The R07 Table contains all the Treasury Symbols an Administration uses. SF-133s and/or SF-220s are not generated for all of these Treasury Symbols. By using the Treasury Symbol Table, the User can selectively control a list of Treasury Symbols for which SF-133s and/or SF-220s will be printed or transmitted to Treasury.

This function is described in detail in section 3.3.7, Treasury Symbol Table Maintenance.

3.4.7. FSM Table Maintenance Process - This is selection (7) on the SF-220 PROCESS menu. It is the same process as described earlier in Section 2.1.3, FSM Table Maintenance Process.

This process is included on this menu and others for User convenience. Typically this process will be used from the SF-133 PROCESS menu for table query purposes.

3.4.8. Adjustment Query/Reversal - This option provides the User the capability to perform an online query of all adjustments for a specified Treasury Symbol. If Fiscal Month 12 (Fiscal-Year-End) the User is able to make adjustments to both the pre-closing totals and the post-closing totals. This process will allow the User to look at either the pre-closing or the post-closing adjustments.

The most important feature of this option is to be able to generate an automatic reversal of any adjustment displayed to the User. Specific operational instructions can be found in Section 3.3.9, Adjustment Query/Reversal.

3.5 Annual CFO Report Process - This process generates Chief Financial Officer (CFO) reports, permits data entry into the CFO reports, allows assorted table maintenance activities related to the CFO reports and permits entry of FY data into selected reports. Selecting option 9 from the FSM Main Menu will bring up the Annual CFO Reports Process menu.

Since some users do not have direct connection to a HP Laser Jet Series III printer the system will display the following message will be displayed:

```
ARE YOU ATTACHED TO A HP LASER JET III PRINTER?  Y/N
```

If (N)o is entered the following message is displayed:

```
CFO REPORT OUTPUT WILL BE WRITTEN TO A DISKETTE
     FOR PRINTING ON A HP LASER JET III.
       ** PRESS ANY KEY TO CONTINUE **
```

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                   │
│  FISCAL MONTH XX        ┌──────────────────┐     FISCAL YEAR XX   │
│  ───────────────────────│    ANNUAL CFO    │──────────────────────│
│                         │  REPORT PROCESS  │                      │
│                         └──────────────────┘                      │
│                                                                   │
│                                                                   │
│              1.  Online CFO Reports                               │
│              2.  Define/Print CFO Reports                         │
│              3.  Print all Funds Combining Report                 │
│              4.  Print all Funds Combined Report                  │
│              5.  Print List of CFO Worksheets                     │
│              6.  Program name Table Maintenance                   │
│              7.  Program Budget/Expenses Maintenance              │
│              8.  Treasury Symbol Table Maintenance                │
│              9.  Adjustment Query/Reversal                        │
│              N.  Financial Statement Notes                        │
│                                                                   │
│              E.  FY_93 Combined Totals Entry Form                 │
│              0.  Return to Previous Menu                          │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Use the arrow keys (€€) to highlight the option desired or type the menu number of the report. The program will then bring up a menu or screen, as described in the following paragraphs.

3.5.1 Online CFO Reports - This option is selection (1) on the Annual CFO Reports Process menu. It provides an online access to a given Treasury Symbol's CFO reports.

The User is prompted to enter the Treasury Symbol as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│                                                                   │
│  FISCAL MONTH XX    ┌──────────────────┐       FISCAL YEAR XX     │
│  ───────────────────│   ONLINE CFO     │──────────────────────────│
│                     │    REPORTS       │                          │
│                     └──────────────────┘                          │
│                                                                   │
│                                                                   │
│         ┌───────────────────────────────────────┐                │
│         │ Treasury Symbol:  ┌─────────────────┐  │                │
│         │                   └─────────────────┘  │                │
│         └───────────────────────────────────────┘                │
│                                                                   │
│              ┌──────────────────────────────┐                     │
│              │      Treasury Symbol         │                     │
│              ├──────────────────────────────┤                     │
│              │  0000000000000000             │                     │
│              │  69X8107                      │                     │
│              │  690/48106                    │                     │
│              │  6908104                      │                     │
│              │  6911301                      │                     │
│              │                               │                     │
│              │                               │                     │
│              └──────────────────────────────┘                     │
└─────────────────────────────────────────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen.

Once the Treasury Symbol has been selected the following menu appears:

```
            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄
FISCAL MONTH XX          ONLINE CFO            FISCAL YEAR XX
                          REPORTS


                TREASURY SYMBOL XXXXXXXXXX

           1. Statement of Financial Position
           2. Statement of Operations
           3. Statement of Cash Flows
           4. Statement of Budget and Actual Expenses


           0. Return to Previous Menu
```

Use the arrow keys (€€) to highlight the report desired or type the menu number of the report. The program reads the appropriate Summary Report database and adds up the original DAFIS amounts ("baseline" record), any Adjustments entered in the system and any Externals entered into the system.

If there are Adjustments included in the totals on any of the amounts, INCL ADJ will appear in the upper right corner of the report display. If any Externals are included in the totals INCL EXT will appear in the upper right corner of the report display. If both types of Adjustments are present INCL ADJ EXT will be displayed in the upper right corner of the screen. The displays differ depending upon the type of report, but generally are similar to the following:

```
LINE                     STATEMENT OF FINANCIAL POSITION
NO.        TREASURY SYMBOL:  6900102                 FM-10 FY-

Assets                                                      $          0
1. Entity Assets:                                           $          0
  a. Intragovernmental Assets:                              $          0
    (1). Fund Balance With Treasury                         $          0
    (2). Investments                                        $     72,694
    (3). Accounts Receivable, Net                           $          0
    (4). Interest Receivable
    (5). Advance and Prepayments
    (6). Other Intragovernmental                            $          0
  b.  Governmental Assets:                                  $          0

    (1). Investments
    (2). Accounts Receivable, Net                           $          0
    (3). Credit Program Receivables and RElated             $          0
           Foreclosed Property, Net                         $          0
    (4). Interest Receivable                                $          0
    (5). Advances and Prepayments                           $          0
    (6). Other Governmental                                 $          0
  c. Cash and Other Monetary Assets

  Use  ↑, ↓, PgUp, PgDn to select a Line.  <Enter> for Details, <Esc> or Q = Quit,
  A = Adjustment, E = External, P = Print,  F = Footnote
```

A window of 18 lines will appear. The rest of the CFO report can be viewed by using the €, €, PgUp or PgDn keys. To perform any of the functions which apply to specific lines of data position the cursor on the desired line. The Expired/Unexpired indicator appears in the upper right corner of the screen along with the Adjustments indicators.

The actions available to the User on this screen are:

       (1) **<ESC> or Q = QUIT** - This function exits from the CFO display and returns to the Annual CFO Report Process menu.

       (2) **ENTER = DISPLAY DETAILS** - Moving the cursor to any line (e.g. line 1c) and pressing ENTER will bring up the Amount Details screen for that line as shown below:

```
      FORMULA      STATEMENT OF FINANCIAL POSITION DETAIL
YTD (+1010)                                      TREASURY SYMBOL  6900102



   1010     10AX    $         179,162.49    FUND BALANCE W/TREAS
   1010     ****    $         179,162.49
   EX  1    ****                 162.49
   EX  2    ****                -162.49




   1A.              $         179,162
```

This screen displays up to eleven lines of detail information at one time. To view the rest of the detail lines, if there are more than 11 lines, use the €, €, PgUp or PgDn keys.

Each detail line represents a net total of the balances (BEG, YTD or END), depending on the formula, for each General Ledger (G/L) Account in the formula and a grand total for the SGL Account (****) that the G/L Account

belongs to.

If there is a CFO External Adjustment for this Treasury Symbol the amount from the External Adjustment for that line will be displayed on this screen with "EX n" (where n=external number) in the left column and "****" in the second column.

The last line on the screen is the total from the CFO as shown on the previous screen.

To return to the report display screen press ENTER or ESC.

       (3) **A = Adjustment** - This function key calls up the Adjustment program window. The Adjustment program window is the same program as described earlier in section 3.1, FSM Adjustments Process. Refer to sections 3.1.2, Preformatted Adjustments and 3.1.3, Open Adjustments for how these functions operate.

Enter any Adjustments that are necessary and terminate the Adjustment program normally.

When the Adjustment program is terminated control is returned to the Online CFO Report program. The report is recalculated and displayed with new totals containing the Adjustments entered. INCL: ADJ will also appear in the upper right corner of the report display if the Adjustments affected any totals on the report.

       (4) **E = EXTERNAL** - This function key calls up the External Adjustment Program window. The External Adjustment Program window is the same program as described in section 3.1.4, External Adjustments. Refer to this section for instructions on how to enter an External Adjustment for the CFO reports.

Enter the External Adjustment as required and terminate the process normally.

When the program is terminated control is returned to the Online CFO Report program. The report is recalculated and displayed with new totals containing any External Adjustments entered.

INCL: EXT will also appear in the upper right corner of the display if an External Adjustment is present.

       (5) **P = PRINT** - This function prints a worksheet of the CFO report. Everything that is displayed to the User on the screen, in multiple pages, is contained on one or more hard copy pages of the worksheet. This option is used for printing single worksheets. It is possible to print worksheets for a list of Treasury Symbols. Refer to section 3.5.5, Print List of CFO Worksheets, for instructions on how to print worksheets for a list of treasury symbols.

A separate page of FOOTNOTES is printed if footnotes are entered for the CFO Report.

Worksheets for all External Adjustments and their footnotes are also printed immediately following the CFO worksheet and footnotes.

       (6) **F = FOOTNOTE** - This function allows the entry and editing of footnote text. This function brings up a text entry window as follows:

```
            Enter description, when completed, press CTRL-W to save.
                      Press ESC to exit without saving.

 A)  There is no amount on this Line because - - - -




```

The footnotes are typed in this window. There are limited editing capabilities. Characters can be typed over and inserted. Lines can be inserted. There is automatic line wrap-around.

Once the footnote is entered press **CTRL-W** to save the text. If you wish to save the text box without making changes press ESC.

3.5.2 Define/Print CFO Reports - This function allows the User to define which Treasury Symbols are to be included in each of the funds for CFO reporting. It also provides the capabilities to add Fund Report Level footnotes.   This function maintains a library of the User defined fund reports that can be changed at any time. The reports generated by this function are replicas of the CFO combining reports with a column for each Treasury Symbol.

This function is invoked by selection (2) on the Annual CFO Reports Process menu.

When this function is selected the program will display a screen with all of the existing report CFO library entries listed. If there are no existing reports in the library the following message is displayed:

```
┌─────────────────────────────────────────────┐
│ THERE ARE NO REPORTS IN THE REPORT DATABASE  │
│      DO YOU WANT TO ADD A REPORT?  Y/N       │
└─────────────────────────────────────────────┘
```

If the answer is No (N) then the program returns to the CFO Process menu.

If the answer is Yes (Y) the program prompts the User for a description of the report to be added to the library described in the ADD REPORT function below.

3.5.2.1 Maintaining the CFO Report Library - If there are reports in the report library the program displays the screen shown below.

```
┌──────────────────────────────────────────────────────────────┐
│          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│ FISCAL MONTH  XX                            FISCAL YEAR XX    │
│                    ┌──────────────────┐                      │
│                    │   ANNUAL CFO     │                      │
│                    │  REPORT PROCESS  │                      │
│                    └──────────────────┘                      │
│  ┌────────────────────────────────────────────────────────┐ │
│  │ 1. WORKING CAPITAL FUND                                 │ │
│  │ 2. REPORT FOR ALL OPERATIONS APPROPRIATIONS             │ │
│  │                                                         │ │
│  │                                                         │ │
│  └────────────────────────────────────────────────────────┘ │
│  ┌────────────────────────────────────────────────────────┐ │
│  │ U se    ,    , P g D n, PgD n to select a Record, <ESC> or Q = Quit │ │
│  │ A = Add, C = Change, D = Delete, U = Undelete, V = View, P = Print │ │
│  │ F = Footnote                                            │ │
│  └────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────┘
```

Each line on this window consists of the report number and the report description.

The actions available to the User on this screen are:

        (1) **<ESC> or Q = QUIT** - This function terminates processing of the Define/Print CFO Report program and control is returned to the CFO Process menu.

(2) **A = ADD** (Report) - This function adds a new Fund report definition to the library. Report definitions consist of a description and up to three lines of Fund Titles. The user is prompted to enter this information as follows.

```
┌──────────────────────────────────────────────────────────────┐
│                      ENTER DESCRIPTION                       │
│  WORKING CAPITAL FUND                                        │
│  FUND TITLE 1:                                              │
│  FUND TITLE 2:                                              │
│  FUND TITLE 3:                                              │
└──────────────────────────────────────────────────────────────┘
```

A report record is created in the library with just the information entered via this screen. The Treasury Symbols for that report are then entered via the Fund report definition screen. After the above information is entered, the Fund report definition screen is displayed to the User as shown below:

```
                      WORKING CAPITAL FUND
              CONTAINS THE FOLLOWING TREASURY SYMBOLS
┌──────────────────────────────────────────────────────────────┐
│        SEQ #               TREASURY SYMBOL                   │
│  ────────────────────────┬─────────────────────────────────  │
│              ┌ ┄ ┐       │                                   │
│              ┆   ┆       │                                   │
│              └ ┄ ┘       │                                   │
│                          │                                   │
│                          │                                   │
│                          │                                   │
│                          │                                   │
└──────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────┐
│  Use  ↑ ,  ↓ , PgUp, PgDn to select a Record, <Esc> or Q = Quit│
│        A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE  │
└──────────────────────────────────────────────────────────────┘
```
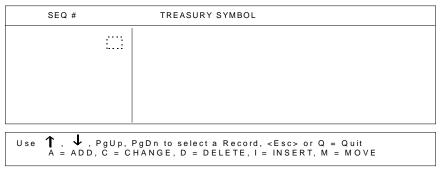
Actions on this screen are defined in section 3.5.2.2, Maintaining an Individual Multi-Column Report Definition. Pressing <ESC> or "Q" without defining any Treasury Symbols for the Fund report creates a report record with just the Fund report description data entered on the first screen. To remove a Fund report that has been (A)dded to the library the (D)elete operation, as described below, must be performed.

(3) **C = CHANGE** - This function allows the User to make changes to a Fund report definition that already exists on the library. Position the highlight bar on the report number and description of the Fund report library record that is to be changed and press "C".

```
┌──────────────────────────────────────────────────────────────┐
│        ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│  FISCAL MONTH  XX ┌─────────────────────┐ FISCAL YEAR XX    │
│                   │    ANNUAL CFO        │                   │
│                   │   REPORT PROCESS     │                   │
│          ┌────────┴─────────────────────┴───────────────┐   │
│          ┆ 1   WORKING CAPITAL FUND                      ┆   │
│          ┆ 2   REPORT FOR ALL OPERATIONS APPROPRIATIONS ┆   │
│          └───────────────────────────────────────────────┘   │
└──────────────────────────────────────────────────────────────┘
```

The Fund report information input window will appear with the information for the Fund. This can be changed at this time. Press ENTER through all the fields to complete the change.

```
┌──────────────────────────────────────────────────────────────────┐
│                          ENTER DESCRIPTION                         │
│  WORKING CAPITAL FUND                                              │
│  FUND TITLE 1: WORKING                                             │
│  FUND TITLE 2: CAPITAL                                             │
│  FUND TITLE 3: FUND                                                │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

The Fund report definition screen, with the new description at the top, will be displayed to allow changes to be made to the Treasury Symbol selections:
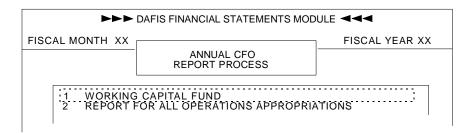
```
                         WORKING CAPITAL FUND
                  CONTAINS THE FOLLOWING TREASURY SYMBOLS
┌──────────────────────────────────────────────────────────────────┐
│          SEQ #          TREASURY SYMBOL                            │
│  ───────────────────────────────────────────────────────────────  │
│            1            69X1301                                    │
│            2            6911301                                    │
│            3            6901301                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────┐
│  Use  ↑ , ↓ , PgDn, PgDn to select a Record, <Esc> or Q = Quit     │
│        A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE        │
└──────────────────────────────────────────────────────────────────┘
```

           (4) **D = DELETE** - This function will remove a Fund report definition from the report library. Place the highlight bar on the report to be deleted and press "D".

```
┌──────────────────────────────────────────────────────────────────┐
│            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄               │
│                 ┌────────────────────────────┐                     │
│ FISCAL MONTH XX │                            │  FISCAL YEAR XX     │
│─────────────────│        ANNUAL CFO          │─────────────────    │
│                 │       REPORT PROCESS       │                     │
│                 └────────────────────────────┘                     │
│        ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐         │
│        ┆ 1   WORKING CAPITAL FUND                         ┆         │
│        ┆ 2   REPORT FOR ALL OPERATIONS APPROPRIATIONS     ┆         │
│        └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘         │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

The Fund report definition screen will be displayed showing the Treasury Symbols included in the report with the following message:
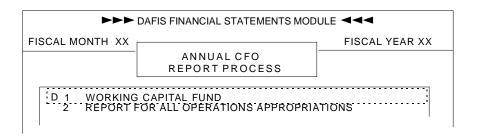
```
                          WORKING CAPITAL FUND
                  CONTAINS THE FOLLOWING TREASURY SYMBOLS
          ┌───────────────────────────────────────────────────────┐
          │      SEQ #              TREASURY SYMBOL                 │
          ├───────────────────────────────────────────────────────┤
          │        1           69X1301                             │
          │        2           6911301                             │
          │        3           6901301                             │
          │                                                        │
          │        ┌─────────────────────────────────┐            │
          │        │  THIS REPORT WILL BE DELETED     │            │
          │        │     ARE YOU SURE?  Y/N           │            │
          │        └─────────────────────────────────┘            │
          └───────────────────────────────────────────────────────┘
```

If the answer is Yes (Y) the Fund report definition record will be "marked" for deletion. The CFO FUND REPORT screen is displayed with a "D" to the left of the reports marked for deletion.

```
          ┌──────────────────────────────────────────────────────────┐
          │          ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄         │
          │ FISCAL MONTH  XX  ┌──────────────────────┐  FISCAL YEAR XX │
          │                   │      ANNUAL CFO       │                │
          │                   │   REPORT PROCESS      │                │
          │                   └──────────────────────┘                │
          │     ┌───────────────────────────────────────────────┐     │
          │     │ D 1   WORKING CAPITAL FUND                     │     │
          │     │   2   REPORT FOR ALL OPERATIONS APPROPRIATIONS │     │
          │     └───────────────────────────────────────────────┘     │
          └──────────────────────────────────────────────────────────┘
```

Once "marked" for deletion, a report definition cannot be (C)hanged or (P)rinted.

         (5) **U = UNDELETE** - If a Fund report definition is mistakenly "marked" for deletion all is not lost. The definition can be "unmarked" by placing the highlight bar on the (D)eleted report description and pressing "U". The "D" will disappear and the Fund report definition will be available for normal processing.

         (6) **V = VIEW** - This function allows the User to view the Treasury Symbols selected for a particular Fund report without making any changes to the report definition. Position the highlight bar on the selected report description and press "V". The Fund report definition screen will be displayed showing the Treasury Symbols included in the report.

```
                          WORKING CAPITAL FUND
                  CONTAINS THE FOLLOWING TREASURY SYMBOLS
          ┌───────────────────────────────────────────────────────┐
          │      SEQ #              TREASURY SYMBOL                 │
          ├───────────────────────────────────────────────────────┤
          │        1           69X1301                             │
          │        2           6911301                             │
          │        3           6901301                             │
          └───────────────────────────────────────────────────────┘
```

The only operation available to the User on a (V)iew screen is the <ESC> or (Q)uit.

         (7) **P = PRINT** - This option provides CFO formatted worksheet reports for each Fund. In order to get a worksheet copy of the CFO reports, the Fund report definition must be selected for printing. Place the highlight bar on the selected report description and press "P".

There are two formats for the worksheets. One format is for printing the consolidated total for the Fund in dollars and cents. The second format prints all Treasury Symbol totals for the Fund, in columns and rounded to the nearest $1,000. The following message is displayed:

```
DO YOU WANT CONSOLIDATED TOTAL
 IN DOLLARS?  Y/N
```

Answering (Y)es will print the Worksheets with only the Consolidated totals in dollars and cents. Since the final reports will be rounded to the nearest $1,000, this will assist in resolving rounding problems.

After the output format is determined the User will be prompted to enter the specific CFO Report to be generated. Valid selections are:

€**CFO1** - Statement of Financial Position
€**CFO2** - Statement of Operations
€**CFO3** - Statement of Cash Flows
€**CFO4** - Statement of Budget and Actual Expenses
€**ALL** - Print all four reports

A message appears indicating the selected report is being generated and printed.

```
     GENERATING REPORT FOR
STATEMENT OF FINANCIAL POSITION
         PLEASE WAIT
```

The report is then printed and control is returned to the CFO process.

              (8) **F = FOOTNOTE** - This action code allows the entry of general footnotes that will be printed along with the CFO Worksheet reports. They should be entered with a reference to line number if applicable. The footnote action works the same way as all footnotes do throughout the system. There is a maximum of 32,000 characters available for footnotes at this level. The user is prompted for which report to put the footnote as shown below:

```
 ENTER REPORT NUMBER FOR FOOTNOTE
```

The User will be prompted to enter the specific CFO Report for which the footnotes are to be entered. Valid selections are:

€**CFO1** - Statement of Financial Position
€**CFO2** - Statement of Operations
€**CFO3** - Statement of Cash Flows
€**CFO4** - Statement of Budget and Actual Expenses

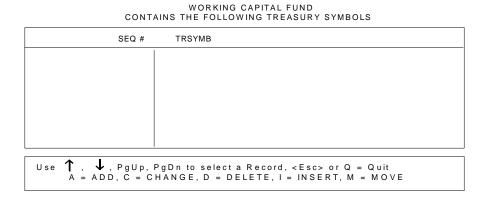Remember, each Treasury Symbol also has footnote capability on each of the CFO Series Reports. They will be printed after the Treasury Symbol Worksheets obtained via the online process.

3.5.2.2. Maintaining Individual CFO Fund Report Definitions - This function is entered for both the (A)dd report definition or a (C)hange report definition operations from the Annual CFO Report Process screen.

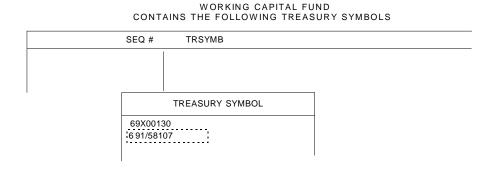For both (A)dd and (C)hange operations, the ENTER DESCRIPTION box will appear.

```
+----------------------------------------------------------------+
|                     ENTER DESCRIPTION                          |
| WORKING CAPITAL FUND                                          |
| FUND TITLE 1: WORKING                                         |
| FUND TITLE 2: CAPITAL                                         |
| FUND TITLE 3: FUND                                            |
+----------------------------------------------------------------+
```

The Fund report description can be entered or changed at this time. Press ENTER to complete the change. The selected Fund report's definition screen will then be displayed to allow you to make changes to the Fund report Treasury Symbol selections.

```
                         WORKING CAPITAL FUND
                CONTAINS THE FOLLOWING TREASURY SYMBOLS

        +------------------------------------------------------+
        |        SEQ #          TRSYMB                         |
        +------------------------------------------------------+
        |                   |                                  |
        |                   |                                  |
        |                   |                                  |
        |                   |                                  |
        |                   |                                  |
        +------------------------------------------------------+

        +------------------------------------------------------+
        | Use  ↑ ,  ↓ , PgUp, PgDn to select a Record, <Esc> or Q = Quit |
        |     A = ADD, C = CHANGE, D = DELETE, I = INSERT, M = MOVE       |
        +------------------------------------------------------+
```

The operations available to the User on this screen are:

        (1) **A = ADD** - This function adds a Treasury Symbol to the Fund report definition. The next available sequence number is displayed under SEQ_NO and the TRSYMB field is opened for input as shown below. If an invalid Treasury Symbol is entered, a Treasury Symbol selection window is opened to select a valid Treasury Symbol.

```
                         WORKING CAPITAL FUND
                CONTAINS THE FOLLOWING TREASURY SYMBOLS

        +------------------------------------------------------+
        |        SEQ #          TRSYMB                         |
        +------------------------------------------------------+
        |                   |                                  |
        |                   |                                  |
        |        +-------------------------------+             |
        |        |    TREASURY SYMBOL            |             |
        |        |                               |             |
        |        |  69X00130                     |             |
        |        |  6 91/58107                   |             |
        |        |                               |             |
        |        +-------------------------------+             |
        |                   |                                  |
        +------------------------------------------------------+
```

Move the highlight bar to the desired value and press ENTER. The selected Treasury Symbol will appear in the column under TRSYMB. All available Treasury Symbols can be added to any report.

Duplicate Treasury Symbols are not allowed. If you try to ADD a Treasury Symbol that is already part of that Fund report's or another Fund report's definition the following message is displayed:

```
                << E R R O R >>
         TREASURY SYMBOL ALREADY EXISTS
                IN REPORT NUMBER 1
       **    PRESS ANY KEY TO CONTINUE    **
```

      (2) **C = CHANGE** - This function allows the User to change the Treasury Symbols within a Fund report definition. Place the highlight bar on the selected Treasury Symbol and press "C". The Treasury Symbol window will be opened for input. The program will perform the same tests as described for the ADD function. It will not allow an invalid Treasury Symbol, providing a Treasury Symbol selection window to choose from, and it will not allow duplicate Treasury Symbols to be used in Fund report definitions.

      (3) **D = DELETE** - This function allows the removal of a Treasury Symbol from a Fund report definition. Place the highlight bar on the Treasury Symbol to be deleted and press "D". The following message will be displayed:

```
                  WORKING CAPITAL FUND
          CONTAINS THE FOLLOWING TREASURY SYMBOLS

            SEQ #         TRSYMB
            ─────────────────────────
               1  │  690/48107
               2  │  691/58107
               3  │  692/68107
                  │
            ┌────────────────────────────┐
            │ THIS  RECORD  WILL  BE  DELETED │
            │      ARE  YOU  SURE?   Y/N      │
            └────────────────────────────┘
```

A Yes (Y) answer will cause the Treasury Symbol to be deleted from the report definition screen. The columns will automatically be resequenced.

```
                  WORKING CAPITAL FUND
          CONTAINS THE FOLLOWING TREASURY SYMBOLS

            SEQ #         TRSYMB
            ─────────────────────────
               1  │  690/48107
               2  │  692/68107
                  │
```

      (4) **I = INSERT** - This function allows the insertion of a Treasury Symbol into the report at a selected column. The insert function **INSERTS BEFORE** the selected SEQ NO. and automatically resequences the entries. Place the highlight bar on the SEQ NO. where the new Treasury Symbol is to be placed and press "I". All Treasury Symbols starting with that SEQ NO. will be moved down one SEQ NO. and the TRSYMB for the selected SEQ NO. will be opened for input as shown below. Key in the Treasury Symbol for that SEQ NO.

WORKING CAPITAL FUND
CONTAINS THE FOLLOWING TREASURY SYMBOLS

SEQ #	TRSYMB
1	....
2	690/48107
3	692/68107

This is an example of inserting a Treasury Symbol in column 1.

WORKING CAPITAL FUND
CONTAINS THE FOLLOWING TREASURY SYMBOLS

SEQ #	TRSYMB
1	691/58107
2	690/48107
3	692/68107

        (5) **M = MOVE** - This function allows the user to move a Treasury Symbol from one SEQ_NO to another. Place the highlight bar on the Treasury Symbol to be "moved" and press "M". The MOVE command in the lower right corner of the screen will appear in a red box. Using the (€) and (€) keys, move the Treasury Symbol to the desired SEQ_NO. All other Treasury Symbols will be moved up or down on the screen to accommodate the Treasury Symbol being "moved". Treasury Symbols are automatically resequenced.

3.5.3 Print All Funds Combining Report - This option provides the capability to generate publication quality Combining reports for each of the four CFO report types. Fund totals on all reports are printed in columns, plus a Consolidated Total column. Report lengths vary, depending upon the report type and the number of lines of significant data (report lines that would be all zeros are not printed).

This option is number (3) on the Annual CFO Report Process menu. When the option is entered, the following menu appears:
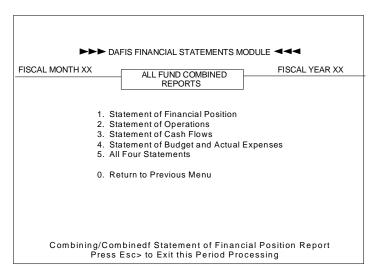
```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                                                                   │
│              ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄            │
│  FISCAL MONTH XX      ┌──────────────────────┐   FISCAL YEAR XX  │
│                       │  ALL FUND COMBINING  │                   │
│                       │      REPORTS         │                   │
│                       └──────────────────────┘                   │
│                                                                   │
│           1. Statement of Financial Position                      │
│           2. Statement of Operations                              │
│           3. Statement of Cash Flows                              │
│           4. Statement of Budget and Actual Expenses              │
│           5. All Four Statements                                  │
│                                                                   │
│           0. Return to Previous Menu                              │
│                                                                   │
│                                                                   │
│                                                                   │
│        Combining/Combinedf Statement of Financial Position Report │
│             Press Esc> to Exit this Period Processing             │
└─────────────────────────────────────────────────────────────────┘
```

Use the arrow keys (€€) to highlight the report desired or type the menu number of the report. The following window will appear near the bottom of the screen:

```
┌─────────────────────────────────────┐
│                                      │
│      GENERATING REPORT FOR           │
│           report name                │
│          PLEASE WAIT                 │
│                                      │
│                                      │
└─────────────────────────────────────┘
```

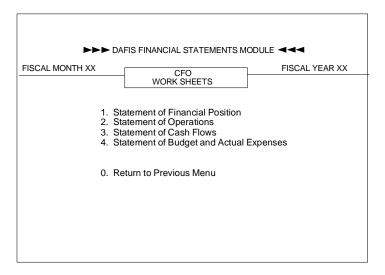*Report Name* will be the name of the report requested, such as Statement of Financial Position. The report(s) will be printed in the appropriate format.

3.5.4 Print All Funds Combined Report - This option provides the capability to generate publication quality Combined reports for each of the four CFO report types. Each report prints the Previous Fiscal Year's Totals and the Current Fiscal Year's Consolidated Totals in separate columns. Report lengths vary, depending upon the report type and the number of lines of significant data (report lines that would be all zeros are not printed).

This option is number (4) on the Annual CFO Report Process menu. When the option is entered, the following menu appears:

```
┌──────────────────────────────────────────────────────────────┐
│                                                              │
│                                                              │
│            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄          │
│                    ┌──────────────────────┐                  │
│  FISCAL MONTH XX   │  ALL FUND COMBINED   │  FISCAL YEAR XX  │
│                    │      REPORTS         │                  │
│                    └──────────────────────┘                  │
│                                                              │
│             1. Statement of Financial Position               │
│             2. Statement of Operations                       │
│             3. Statement of Cash Flows                        │
│             4. Statement of Budget and Actual Expenses        │
│             5. All Four Statements                            │
│                                                              │
│             0. Return to Previous Menu                        │
│                                                              │
│                                                              │
│                                                              │
│      Combining/Combinedf Statement of Financial Position Report │
│            Press Esc> to Exit this Period Processing          │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

Use the arrow keys (€€) to highlight the report desired or type the menu number of the report. The following window will appear near the bottom of the screen:

```
┌─────────────────────────────────────┐
│                                      │
│      GENERATING REPORT FOR           │
│           report name                │
│          PLEASE WAIT                 │
│                                      │
│                                      │
└─────────────────────────────────────┘
```

Report Name will be the name of the report requested, such as Statement of Financial Position. The report(s) will be printed in the appropriate format.

3.5.5 Print List of CFO Worksheets - This option provides the capability to print CFO Worksheets as described in Section 3.5.1, Online CFO Reports, for a number of Treasury Symbols from a list. The PRT_FLAG in the Treasury Symbol Table controls this operation. Refer to Section 3.3.7, Treasury Symbol Table Maintenance, for instructions on how to turn the PRT_FLAG on and off.

This process is invoked by selection (5) on the Annual CFO Report Process menu. When option 5 is selected, the following menu is displayed.

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄         │
│                        ┌─────────────────┐                   │
│   FISCAL MONTH XX      │       CFO       │   FISCAL YEAR XX  │
│                        │   WORK SHEETS   │                   │
│                        └─────────────────┘                   │
│                                                             │
│              1.  Statement of Financial Position            │
│              2.  Statement of Operations                    │
│              3.  Statement of Cash Flows                     │
│              4.  Statement of Budget and Actual Expenses     │
│                                                             │
│              0.  Return to Previous Menu                     │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Since the system will allow multiple "lists" to be defined, the User is prompted for the List ID as follows:

```
┌─────────────────────────────────────┐
│                                     │
│   ENTER THE LIST ID NUMBER          │
│                                     │
└─────────────────────────────────────┘
```

The program then scans the Treasury Symbol Table for all PRT_FLAGs that have the selected List ID (1-9). When the List ID is encountered, the selected CFO Worksheet for that Treasury Symbol is generated. Once all worksheets are generated they are sent to the printer. During the generation process the following message is displayed:

```
┌─────────────────────────────────────┐
│                                     │
│   GENERATING THE WORK SHEET REPORT  │
│            PLEASE WAIT              │
│                                     │
└─────────────────────────────────────┘
```

3.5.6 Program Name Table Maintenance - Program IDs and names are necessary for the Statement of Budget and Actual Expenses (CFO4), Section 1. This utility maintains a table of Program IDs and names. Option (6) on the Annual CFO Report Process menu enables maintenance to be performed on Program Names. When Option 6 is selected, the following screen appears

```
        PGMID                PGM_NAME 1

            123           FIRST PROGRAM NAME OF 123
            345           FIRST PROGRAM NAME OF 345
```
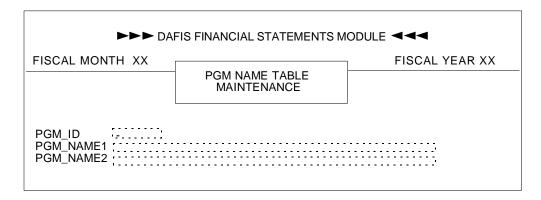
```
Use  ↑  ,  ↓  , PgUp, PgDn to select a Record, Press <Esc> or Q = Quit
A = ADD, C = CHANGE, D = DELETE,  →  ,  ←  = MOVE
```

All Program IDs that are in the Program Name Table are displayed. The PGM_NAME1 field is also displayed. The up arrow (€), down arrow (€), Page Up and Page Down keys can be used to scroll when there are more Program IDs than can be displayed on the screen at one time. The right arrow (€) and left arrow (€) allow movement between the PGM_NAME1 and PGM_NAME2 fields. There are four actions available from this screen.

(1) **A = ADD** - Pressing A initiates the Add function. The following screen appears when A is pressed:

```
            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH  XX                                           FISCAL YEAR XX
                        PGM NAME TABLE
                         MAINTENANCE


    PGM_ID       ..........
    PGM_NAME1 ................................................
    PGM_NAME2 ................................................
```

a. Type in the Program ID number and press ENTER. The Program ID must be from 1 to 6 digits in length and can not be zero. Allowable Program ID characters are 0 - 9 inclusive. Attempting to enter invalid characters causes the following error message to be displayed.

```
                  << E R R O R >>
            PGM ID CAN ONLY BE POSITIVE
            **  PRESS ANY KEY TO CONTINUE  **
```

b. Type in the first Program name and press Enter. All alphanumeric characters are allowable. At least one character is required, or else the following error message is displayed:

```
                  << E R R O R >>
         MUST ENTER AT LEAST 1 POSITION(S)
                  FOR PGM_NAME 1
         **  PRESS ANY KEY TO CONTINUE  **
```

c. Type in the second Program name and press Enter. All alphanumeric characters are allowable.

When ENTER is pressed while the cursor is in the PGM_NAME2 field, the system updates the Program Name table and returns to the previous screen. The data just entered is now displayed on the screen.

(2) **C = CHANGE** - Pressing C initiates the Change function. A screen like the Add screen is displayed, with the data to be changed in the fields.

►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX   FISCAL YEAR XX

PGM NAME TABLE
MAINTENANCE

PGM_ID   123456
PGM_NAME1 First Line of program name
PGM_NAME2 Second Line of program name

Only the Program Name fields can be changed. The Program ID field is protected. When the ENTER key is pressed while the cursor is in the PGM_NAME2 field, all changes are written to the table and the previous screen is displayed with the changed information.

(3) **D = DELETE** - Pressing the D key initiates the Delete function. The following screen appears.

►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄

FISCAL MONTH XX   FISCAL YEAR XX

PGM NAME TABLE
MAINTENANCE

PGM_ID   123456
PGM_NAME1 First Line of program name
PGM_NAME2 Second Line of program name

WARNING: RECORD WILL BE DELETED
DO YOU WISH TO CONTINUE?   Y/N

To delete the record, press Y. To cancel the deletion, press N. The previous screen will appear again. If Y was selected, the deleted record will no longer be displayed.

(4) **P = PRINT** - Press P to generate a report of the Program IDs in the table. The report prints in landscape, compressed format and lists the following:

€PGM ID - Program ID
€PROGRAM NAME 1
€PROGRAM NAME 2
€DATE - The date the Program ID was created in the table
€TIME - The time the Program ID was created in the table
€USER_ID - the User ID of the person who entered the program ID in the table

3.5.7 Program Budget/Expenses Maintenance - This function allows the user to enter program amounts for budget resources, budget direct obligations, budgeted reimbursable obligations and actual expenses by Treasury Symbol. This is option 7 from the Annual CFO Report Process main menu. When option 7 is selected, the process first asks the user for the Treasury Symbol to be used.

```
                 ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄
FISCAL MONTH  XX                                          FISCAL YEAR XX
                        ┌──────────────────────┐
                        │      ANNUAL CFO       │
                        │   REPORT PROCESS      │
                        └──────────────────────┘

              ┌─────────────────┬────────────────────┐
              │ Treasury Symbol: │ ................ │
              └─────────────────┴────────────────────┘

                   ┌──────────────────────────────┐
                   │      Treasury Symbol          │
                   │                               │
                   │  00000000000000000            │
                   │  69X8107                      │
                   │ ┌──────────────────────────┐  │
                   │ │69 0/48 10 6              │  │
                   │ └──────────────────────────┘  │
                   │  6908104                      │
                   │  6911301                      │
                   │                               │
                   └──────────────────────────────┘
```

Key in the Treasury Symbol. If a choice of Treasury Symbols is desired press the ENTER key with spaces in the Treasury Symbol and a list of valid Treasury Symbols will be displayed as a window in the screen.

Once the Treasury Symbol has been selected the following screen appears:

PGM ID	BUDG RESRCS	BUDG DIR OBLG	BUDG REIMB OBLG	ACTUAL EXP	DATE
123	9876	9876	1234	6543	06/07/93
	15557	33489	-1234	- 6543	06/07/93

```
Use  ↑ ,  ↓  , PgUp, PgDn to select a Record.  Press < Esc> or Q = Quit
A = Add, C = Change, D = Delete, P = Print
```

The following columns are displayed.

> a. **PROGRAM ID** - The identification number for a program associated with the Treasury Symbol.
> b. **BUDG RESRCS** - Budgeted Resources.
> c. **BUDG DIR OBLG** - Budgeted Direct Obligations.
> d. **BUDG REIMB OBLG** - Budgeted Reimbursable Obligations.
> e. **ACTUAL EXP** - Actual Expenditures.
> f. **DATE** - Date the Program ID information was created.
> g. **TIME** - Time of day the record was created.
> h. **USER ID** - User ID of the person who created the record.

TIME and USER ID are not on the screen when it is first displayed. To see these fields use the right arrow (€) to scroll sideways. The left arrow (€) can be used to scroll back to the left.

Any Programs that have had amounts already entered by this process are displayed on this screen. The line immediately below the Program detail lines contains the remaining totals for the Treasury Symbol that must still be entered. This is calculated by subtracting the total program amounts entered from the column totals already calculated by the Treasury crosswalk formulas.

Several functions are available from this screen.

        (1) **A = Add a Record** - Press A to add a new set of Program amounts. The following screen appears

```
┌──────────────────────────────────────────────────────────────┐
│            ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄          │
│                                                                │
│  FISCAL MONTH  XX                          FISCAL YEAR XX      │
│              ┌─────────────────────────┐                       │
│              │      PGM_AMT TABLE       │                       │
│              │       MAINTENANCE        │                       │
│              └─────────────────────────┘                       │
│   TRSYMB     69X00102                                           │
│   PGM_ID              0                                         │
│   PGM_NAME1 ...........................................         │
│   PGM_NAME2 ...........................................         │
│   BR AMOUNT ................0.................                  │
│   BDO AMOUNT ...............0.................                  │
│   BRO AMOUNT ...............0.................                  │
│   AE AMOUNT ................0.................                  │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

Type in the Program ID in the PGM ID field and press ENTER. The PGM_NAME1 and PGM_NAME2 fields will be filled with the name information from the program ID table. If a list of available Program IDs is desired, enter a zero (0) in the PGM ID field. The following window will appear.

```
┌────────────────────────────────────────────────────┐
│  PROGRAM ID   PROGRAM NAME                          │
│                                                     │
│     21        WORKING CAPITAL FUND                  │
│     34        HIGHWAY IMPROVEMENT FUND              │
│    123        CAPITAL IMPROVEMENT FUND              │
│                                                     │
│                                                     │
│                                                     │
│                                                     │
├────────────────────────────────────────────────────┤
│   Move highlight bar to desired value and press Enter │
└────────────────────────────────────────────────────┘
```

After selecting the appropriate Program ID, the entry screen is redisplayed with the information selected and the user can enter the amounts desired.

Type in the amounts in the appropriate fields, pressing ENTER after each amount. Pressing ENTER while the cursor is in the AE AMOUNT field causes the record to be written to the database. The previous screen will appear with the new Program ID, the amounts entered and the remaining balances recalculated.

If the ID has already been entered for the Treasury Symbol, the following message will appear when ENTER is pressed after typing in the Program ID.

```
                < < E R R O R > >

PROGRAM ID ALREADY ENTERED FOR THIS TREASURY SYMBOL
         **  PRESS ANY KEY TO CONTINUE  **
```

If the Program ID is not 0 (zero) and it does not exist in the Program ID table, the following message appears
.

```
PROGRAM ID DOES NOT EXIST IN THE PROGRAM ID TABLE
             DO YOU WISH TO ADD IT?  Y/N
```

If the answer is N(o), the program redisplays the screen to allow entry of another Program ID. If you wish to exit the Add function without adding anything, press Escape. If the answer is Y(es), the PGM_NAME1 and PGM_NAME2 fields are opened for input. The user can then complete all fields, pressing ENTER after each entry. The Program ID table is automatically updated after ENTER is pressed in the AE AMOUNT field.

        (2) **Change a Record** - To change the information for a Program ID, move the highlight bar to the Program ID on the columnar display and press C. The following screen will appear.

```
                ▶▶▶ DAFIS FINANCIAL STATEMENTS MODULE ◀◀◀

   FISCAL MONTH  XX                                    FISCAL YEAR XX
                         PGM_AMT TABLE
                          MAINTENANCE

   TRSYMB        69X00102
   PGM_ID            123
   PGM_NAME1   WORKING CAPITAL FUND
   PGM_NAME2
   BR AMOUNT              9876
   BDO AMOUNT            9876
   BRO AMOUNT            1224
   AE AMOUNT             6543
```

Only the amount fields can be changed. Type the new amounts in the appropriate fields. Press ENTER in the AE AMOUNT FIELD to return to the columnar display. The changed amounts will now be in the appropriate columns and the remaining balances will be recalculated.

(3) **Delete a Record** - To delete a record, move the highlight bar over the record to be deleted and press "D". The PGM_AMT TABLE MAINTENANCE screen will be displayed and the following message will appear.

```
┌─────────────────────────────────────────────────────────┐
│                                                          │
│         WARNING: RECORD WILL BE DELETED                  │
│           DO YOU WISH TO ADD IT?  Y/N                    │
│                                                          │
└─────────────────────────────────────────────────────────┘
```

Press N to cancel the delete and keep the record. Press Y to delete the record. The record will be deleted and the program will return to the column display.   The changed amounts will now be in the appropriate columns and the remaining balances will be recalculated.

(4) **Print** - To print the DAFIS FINANCIAL STATEMENTS MODULE PGM_AMT TABLE LISTING, press P. The report prints in landscape compressed format. The Treasury Symbol and all related program data are included in the report.

3.5.8 Treasury Symbol Table Maintenance - The processing required for Treasury Symbol Table Maintenance is the same as described in section 3.3.7. Please refer to that section for descriptions of the available functions for Treasury Symbol Table Maintenance.

3.5.9 Adjustment Query/Reversal - This function allows the Users an online view of all Adjustments that have been entered in the processing month for a specific Treasury Symbol. It also provides the ability to automatically reverse any Adjustment entered during the processing month. This function is invoked by selection (9) on the Annual CFO Report Process menu.

The processing required for Adjustment/Query Reversal is the same as described in section 3.3.9. Please refer to that section for descriptions of the available functions for Adjustment/Query Reversal.

3.5.10 Financial Statement Notes - Option N provides the capability to create Note annotations that will appear on the CFO Combining and Combined reports. When option N is selected, the following screen appears.

```
┌──────────────────────────────────────────────────────────────────────┐
│  LINE                 NOTE INDICATOR FOR CFO REPORTS                   │
│  NO.                  STATEMENT OF FINANCIAL POSITION                  │
├──────────────────────────────────────────────────────────────────┬───┤
│  Assets                                                            │   │
│  1. Entity Assets:                                                 │   │
│      a.  Intragovernmental Assets:                                 │   │
│         (1). Fund Balance With Treasury                            │   │
│         (2). Investments                                           │   │
│         (3). Accounts Receivable, Net                              │ 2 │
│         (4). Interest Receivable                                   │   │
│         (5). Advance and Prepayments                               │   │
│         (6). Other Intragovernmental                               │ 1 │
│      b.  Governmental Assets:                                      │   │
│         (1). Investments                                           │   │
│         (2). Accounts Receivable, Net                              │   │
│         (3). Credit Program Receivables and Related                │   │
│               Foreclosed Property, Net                             │   │
│         (4). Interest Receivable                                   │   │
│         (5). Advances and Prepayments                              │   │
│         (6). Other Governmental                                    │ 3 │
│      c.  Cash and Other Monetary Assets                            │   │
├──────────────────────────────────────────────────────────────────┴───┤
│  Use     ,     , PgUp, PgDn to select a Line,                         │
│  <Esc> or Q to Quit.                                                  │
└──────────────────────────────────────────────────────────────────────┘
```
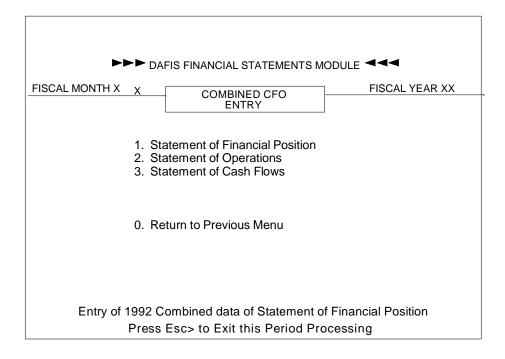
Move the highlight bar to the line(s) desired and type the number of the note desired. Numbers only are allowed. Valid values are 1-99. To delete a note number, move the highlight bar to the appropriate line and press the Space bar. The note number will be deleted.

The note number will appear on the Combining Statement generated from Option 2 (section 3.5.2). For example, if a **1** is entered for **Fund Balances with Treasury** in the above example, when the Combining Statement is printed, the line will show on the report as follows:

Fund Balances with Treasury (Note 1)

Pressing the Escape key advances to the next CFO report. From the fourth report, pressing Escape returns to the Annual CFO Report Process menu.

3.5.11 FY_XX Combined Totals Entry Form - Option E on the Annual CFO Report Process main menu allows the entry of Financial Position, Operations and Cash Flows data for fiscal year 19XX. This module is designed specifically for FY XX data and will not allow entry of data for any other year. When option E is selected, the following menu appears.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                                                                   │
│                                                                   │
│             ►►► DAFIS FINANCIAL STATEMENTS MODULE ◄◄◄             │
│                                                                   │
│   FISCAL MONTH X   X ┌──────────────────┐    FISCAL YEAR XX       │
│                      │   COMBINED CFO    │                        │
│                      │      ENTRY        │                        │
│                      └──────────────────┘                        │
│                                                                   │
│              1. Statement of Financial Position                   │
│              2. Statement of Operations                           │
│              3. Statement of Cash Flows                           │
│                                                                   │
│                                                                   │
│              0. Return to Previous Menu                           │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│        Entry of 1992 Combined data of Statement of Financial Position │
│              Press Esc> to Exit this Period Processing            │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Use the arrow keys (€€) to highlight the report desired or type the menu number of the report. The system will display the appropriate report, similar to the display in section 3.5.1.

```
+--------------------------------------------------------------------------+
| Line                   ENTRY OF PRIOR YEAR DATA                          |
| No.                                                                      |
+------------------------------------------------------+-------------------+
| Assets                                               |                   |
| 1. Financial Resources:                              |                   |
|     a.  Fund Balances with Treasury                  |  $          0     |
|     b.  Cash                                         |  $          0     |
|     c.  Foreign Currency                             |  $          0     |
|     d.  Other Monetary Assets                        |  $          0     |
|     e.  Investments, Non-Federal                     |  $          0     |
|     f.  Accounts Receivable, Net - Non-Federal       |  $          0     |
|     g.  Inventories Held for Sale, Net               |  $          0     |
|     h.  Loans Receivable, Net - Non-Federal          |  $          0     |
|     i.  Property Held for Sale                       |  $          0     |
|     j.  Other, Non-Federal                           |  $          0     |
|     j.  Intragovernmental Items, Federal             |                   |
|         (1)  Accounts Receivable, Net                |  $          0     |
|         (2)  Loans Receivable, Net                   |  $          0     |
|         (3)  Investments                             |  $          0     |
|         (4)  Other                                   |  $          0     |
|                                                      |                   |
+------------------------------------------------------+-------------------+
| Use  ↑ , ↓ , PgUp, PgDn to select a Line,                                |
| <Esc> or Q to Quit                                                       |
+--------------------------------------------------------------------------+
```

A window of 18 lines will appear. The rest of the fields can be viewed by using the €, €, PgUp or PgDn keys. Position the highlight bar on the appropriate line and type in the amount. Repeat for every line that requires an entry. Press (Esc)ape or Q to end data entry and save the data. The appropriate FYXX databases will be updated. If data has already been entered for a line it can be changed by keying in another amount. There are no edits on these forms. Total lines on the reports are automatically calculated.

Amounts are entered to the whole dollar on this screen. The CFO Reports are rounded to the nearest thousand dollars. If 123,789 is entered it will be printed as 124 on the final report.

Appendix 1 FSM Error Messages And Correction Techniques

PROC XXXXXXX LINE XXX, OPEN ERROR XXXXXX.XXX (0)

POSSIBLE CAUSE OF ERROR:

No supporting documentation explaining this error.

OPTIONS FOR CORRECTION:

Reboot

PROC XXXXXXX LINE XXX, OPEN ERROR XXXXXX.XXX (2)

POSSIBLE CAUSE OF ERROR:

File not found. Example: A file is missing.

OPTIONS FOR CORRECTION:

The file listed before "(2)" is the missing file. If the file begins with "../", then search the FSM directory. Otherwise, search the FSM/FSMmmyy directory for the missing file. Call the Help Desk (405-954-3000) reporting this problem.

PROC XXXXXXX LINE XXX, OPEN ERROR XXXXXX.XXX (3)

POSSIBLE CAUSE OF ERROR:

Path not found. Examples:
       (1) Disk not in floppy drive.
       (2) Trying to copy download to floppy disk using an unformatted disk.
       (3) Floppy disk is full.

OPTIONS FOR CORRECTION:

(1) Insert disk in floppy drive.
(2) Format disk and retry.
(3) Retry using another formatted disk with adequate space on the disk.

PROC XXXXXXX LINE XXX, OPEN ERROR XXXXXX.XXX (4)

POSSIBLE CAUSE OF ERROR:

Too many files open. Examples:
      (1) FSM has an extended number of files open that need to be closed.
      (2) The file handles in the config.sys or fsm.bat are set too low.

OPTIONS FOR CORRECTION:

First, exit FSM and re-enter FSM, which will close open files. If you continue to get this error message, increase the number of file handles in the config.sys and/or
      fsm.bat files. Recommended settings are:
      config.sys file - Files - 120
      fsm.bat file - the CLIPPER statement should read "set CLIPPER = f90; v18".

PROC XXXXXXX LINE XXX, OPEN ERROR XXXXXX.XXX (5)

POSSIBLE CAUSE OF ERROR:

File access denied. Example: More than one person using FSM on a network with the same User ID.

OPTIONS FOR CORRECTION:

One person must sign off FSM, then may sign back on using a different User ID.

PROC XXXXXXX LINE XXX, TYPE MISMATCH

POSSIBLE CAUSE OF ERROR:

Data type mismatch. Example: Program is trying to assign numeric data to a character data type.

OPTIONS FOR CORRECTION:

Contact the Help Desk at (405)-954-3000 to report this error

Contact (405) 954-3000 if none of the above resolutions resolve the error you encountered or if you receive an error message that is not listed above.

Appendix 2 - Glossary of Terms

ADJUSTED TRIAL BALANCE   A Trial Balance generally must have adjustments
                                      made to certain data within the Trial Balance.
                                      After all required adjustments have been
                                      completed, the Adjusted Trial Balance is
                                      transmitted to Treasury.

ADJUSTMENTS   There are four major types of adjustments
                                      available for use in FSM:
                                          1. Open Format Adjustments
                                          2. Pre-formatted Adjustments
                                          3. Recurring Adjustments
                                          4. External Adjustments.

APPROPRIATION CODE   A code assigned to an Appropriation of funds
                                      authorized by Congress.

CFO REPORTS   Chief Financial Officer Reports are
                                          1. Statement of Financial Position
                                          2. Statement of Operations
                                          3. Statement of Cash Flows
                                          4. Statement of Budget and Actual Expenses.

DAFIS   Departmental Accounting and Financial
                                      Information System. Department of
                                      Transportation (DOT) has adopted DAFIS as the
                                      official accounting system for all DOT agencies.

EXTERNAL ADJUSTMENT   Adjustments that are caused by Agencies (other
                                      than reporting agency) transferring funds, external
                                      documents (not generated by FSM), or rounding
                                      factors.

FISCAL MONTH   Fiscal Months begin with October being Fiscal
                                      Month 1 and September Fiscal Month 12.
                                      Fiscal Month is also called the Accounting Month.

FSM   Financial Statements Module is a PC based
                                      system that uses DAFIS financial data to generate,
                                      produce and transmit Governmental Financial
                                      Statements to Treasury. Department of
                                      Transportation (DOT) has adopted FSM to be used
                                      by all DOT Agencies.

FSM TABLES   Tables contained in the Financial Statements
                                      Module
                                              R07 - Appropriation Code/Limitation
                                              T21 - Gen. Ledger Acct. and MAC Name
                                              USSGL - U.S. Standard General Ledger

MENU

FSM is completely Menu driven. Each process has a menu. The final selection on each menu (except the first menu - FSM Applications Menu) is zero(0) which returns the system to the previous menu. On the FSM Applications Menu, zero will exit the period processing.

OPEN FORMAT ADJUSTMENT

A one-time adjustment created to post to the current month's totals. The user has the opportunity to save the adjustment as a Pre-formatted Adjustment, Recurring Adjustment or both

PASSWORD

An individual identification containing from 6 to 8 characters controlled by the user. It may consist of alphas and/or numerics. It is assigned by the User during the initial signon and must be changed every 90 days.

PCLINK

A communications package within FSM used to interface with Treasury.

PRE-FORMATTED ADJUSTMENT

An adjustment used when it is necessary to enter the same type of adjustments to several Treasury Symbols. An adjustment for which FSM contains a preformatted list of General Ledger Accounts to which the user will add the dollar amounts. The user is given the capability to save a Preformatted Adjustment as a Recurring Adjustment.

R07 TABLE

A table which contains Treasury Symbols, Appropriations, Limitations, and Fund Types. The R07 table is not updated when DAFIS tables are updated. They must be maintained through the FSM Table Maintenance Process.

RECURRING ADJUSTMENT

Recurring Adjustments are created from Open Format Adjustments and Pre-Formatted Adjustments. They are used when the same adjustment is required every month.

SF-133

Report on Budget Execution. A Monthly Financial Statement prepared at Agency level and transmitted to Treasury.

SF-220-8

Report on Guaranteed Loans. An annual report that gives data on the Status of Guaranteed Loans, Portfolio Management by Agency, and Lender Management by Agency.

SF-220-9	Report of Receivables Due From the Public. An annual report that gives the Status of Receivables and Debt Collection Management Information.
TSF-2108	CFO Form and Content Report. An annual report that gives Fund Resources and Status of Resources.
T21 TABLE	DAFIS Table containing General Ledger Account Numbers and Names. The FSM T21 Table is not automatically updated when the DAFIS Table is updated. Maintenance must be accomplished by using the FSM Table Maintenance Process.
TREASURY SYMBOL	A number assigned by Treasury to Reporting Entities. An agency may have one Treasury Symbol, or it might have many.
TRIAL BALANCE	A Trial Balance for each Treasury Symbol is generated by FSM each month. In Fiscal Month 12, there are two detail databases, pre-closing and post-closing, which can be processed. Trial Balances may be generated at Region, Approp Code or Treasury Symbol Level.
USER ID	An assigned individual identification for each system user. In order to transmit Financial Statements, a user must have both a DAFIS password and an FSM password.
USSGL TABLE	A table with the US Standard General Ledger Accounts listed by name and account number.

Appendix 3 - Acronym and Abbreviation Definitions

A/R	Accounts Receivable
ACC LVL	Access Level
APPNME	Approp Name
APPROP	Appropriation
BUDGFLG	Budget Flag
CATCDE	Category Code
CFO	Chief Financial Officer
CNCURIN	Current/Non-Current
CR	Credit
DAFIS	Departmental Accounting and Finance Information System
DR	Debit
DRCRFLG	Debit/Credit Flag
EXPAPR	Expired Appropriation
FINANIN	Financial/Non-Financial
FSM	Financial Statements Module
GLA	General Ledger Account
GLACCT	General Ledger Account
GLNME	General Ledger Name
GOALS	Government Online Accounting Links System
MASTDETL	FSM Detail Database
NORMIND	Normal Indicator (Debit or Credit)
PGIND	Public/Government Indicator

POSTDET   Post-Closing Detail Database

PRT FLAG   Print Flag

TMT FLAG   Transmit Flag

TRANS.TXT   Transmission Text

TRESACT   Treasury Account

TRSYMB   Treasury Symbol

TYPAPP   Type Appropriation

USSGL   United States Standard General Ledger

YTD   Year to Date

**Attachment A - RECONCILIATION/YEAR-END CLOSING PROCEDURES FOR DEPARTMENTAL
ACCOUNTING AND FINANCIAL INFORMATION SYSTEM (DAFIS) AND THE
FINANCIAL STATEMENTS MODULE (FSM)**

**RECONCILIATION/YEAR-END CLOSING PROCEDURES FOR
DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM
(DAFIS)
AND THE FINANCIAL STATEMENTS MODULE (FSM)**
_____

I.   BACKGROUND

The purpose of the Financial Statements Module is to provide the DAFIS user with the ability to automatically generate the Monthly Reports of Budget Execution (SF-133) and the Treasury/Office of Management and Budget Annual Financial Reports (currently the SF-220 Series). The FSM is a personal computer based system that uses DAFIS financial information to generate these reports. The FSM interfaces with the DAFIS system in Oklahoma City, OK, and performs the down-loading of DAFIS trial balance data to the module. Complete instructions for the operation of the FSM are contained in the DAFIS Financial Statements Module Users' Guide. The guidance provided herein addresses the processes required to ensure that the data reflected in the reports produced from the FSM reconciles to the data resident in DAFIS.

II.   PROCEDURES

A.   RECONCILIATIONS

1.   Reconciling DAFIS and FSM Balances

As a monthly routine, data from the DAFIS general ledger trial balance is down-loaded to the FSM and initial FSM data files for the financial reports are created. In all probability, adjustments will be necessary to the FSM trial balance in order to provide a complete account of the fiscal year-to-date activity. All adjustments made to the FSM trial balance are recorded in an audit trail data base. The difference between the DAFIS general ledger trial balance and the FSM trial balance should equal the sum of the adjustment transactions reflected on the Audit Trail reports. In other words:

> **FSM Trial Balance - DAFIS Trial Balance = Sum of Adjustments**
> (Adjusted)   (Downloaded)

Each month, designated accounting personnel within each reporting entity should make a manual comparison to ensure that the two trial balances reconcile with the Audit Trail report adjustment data. <u>This comparison should be accomplished prior to the release of any FSM generated accounting reports to ensure that the reports reflect accurate and complete data</u>. If the DAFIS and FSM trial balances do not reconcile using the above formula, the DAFIS Project Office (M-92) should be notified since this may be indicative of a "systems" problem.

2.   Recording Adjustment Transactions in DAFIS

To ensure data consistency, all adjustment transactions entered into the FSM must also be recorded in DAFIS. Unless these transactions are recorded in DAFIS, the Department's official accounting records will not agree with published financial statements and DAFIS will contain inaccurate and/or incomplete financial data. Adjustments made in the FSM should be input to DAFIS during the following month. Simultaneously with the adjustment recorded in DAFIS, an identical reversing entry is necessary in the FSM. Prior to the end of the month in which the FSM adjustments were made, designated accounting personnel should ensure all FSM adjustments have been both timely and correctly input to DAFIS, using the Audit Trail reports as a checklist.

B.   <u>**FISCAL YEAR-END CLOSING**</u>

Special consideration must be given to the effect of adjustments entered into the FSM for the month of September to determine what adjustments will be required to the FSM for the first month of the new fiscal year (October). This is necessary to prevent duplicative reporting in both the old and new fiscal years.

The FSM September adjustment transactions entered in DAFIS during the new fiscal year are viewed as " **current year activity**" since they update fund availability records and appropriate general ledger accounts in DAFIS *<u>for the new fiscal year</u>*. When an adjustment is made in the FSM for the month of September which requires a transaction to be recorded in DAFIS in the first month of the new fiscal year (October), two (2) " **recurring**" adjustments will generally need to be recorded in the FSM for the month of October. These reversal adjustments are done in order to avoid duplicate reporting when preparing financial statements from the FSM during the new fiscal year.

The first recurring adjustment will need to be made to adjust the FSM " **beginning balance(s)**" of those accounts effected by the September adjustment(s). This action will adjust the beginning balances of the trial balance down-loaded from DAFIS for the month of October. The net result will be that the beginning balances in the FSM for the new fiscal year will be the same as the FSM ending balances *<u>after</u>* the September adjustments were entered into the FSM for the closing fiscal year. An example of this process is provided in the following paragraphs.

The following example illustrates the series of events in both the closing fiscal year and the new fiscal year when a year-end adjustment is made in the FSM.

1.   **Closing Fiscal Year**.

        a.   For illustrative purposes consider an adjustment of selected general ledger accounts in the FSM to record an "**Undelivered Order**" which did not get entered in DAFIS during September, 1992.

                Adjusting entry to FSM was:

                46AX Allotment/Target Available   DR 10,000
                        48AX Undelivered Orders   CR 10,000

                This adjustment produces the following results to the September 1992, FSM ending trial balance:

	FSM Balance 09/30/92
46AX ALLOTMENT/TARGET AVAILABLE:	
Balance down-loaded from DAFIS **(09/30/92)** 25,000 CR	
FSM adjustment to record *Undelivered Order* which did not get entered in DAFIS for FY 92 10,000 DR	
Final FSM Trial Balance for FY 92	**15,000 CR**

	FSM Balance 09/30/92
48AX UNDELIVERED ORDERS:	
Balance down-loaded from DAFIS (09/30/92)	39,000 CR
FSM adjustment to record *Undelivered Order* which did not get entered in DAFIS for FY 92 10,000 CR	
Final FSM trial balance for FY 92	**49,000 CR**

2.   **New Fiscal Year**

    a.   On October 31, 1992, DAFIS trial balance data for selected accounts is developed as follows (assume the undelivered order was the only transaction entered in DAFIS during October):

	DAFIS Trial Balance 10/31/92

46AX ALLOTMENT/TARGET AVAILABLE:

Balance brought forward from 09/30/92	25,000 CR [1/]
September 1992 adjustment made in FSM. Now input to DAFIS as an October 1992 (FY 93) transaction to record ***Undelivered Order*** which did not get entered in DAFIS in FY 92	<u>10,000</u> DR [2/]
DAFIS Trial Balance (as of 10/31/92)	**15,000 CR**

	DAFIS Trial Balance 10/31/92

48AX UNDELIVERED ORDERS:

Balance brought forward from 09/30/92	39,000 CR [1/]
September 1992 adjustment made in FSM. Now input to DAFIS as an October 1992 (FY 93) transaction to record ***Undelivered Order*** which did not get entered in DAFIS in FY 92	<u>10,000</u> CR [1/]
DAFIS Trial Balance (as of 10/31/92)	**49,000 CR**

_____

    [1/]   At the end of each accounting period, the DAFIS trial balance for the beginning of the fiscal year is down-loaded to the FSM.

    [2/]   DAFIS also down-loads Year-to-Date (YTD) totals of all general ledger account entries made during the current fiscal year to the FSM.

The DAFIS beginning balances and the DAFIS YTD entries are
combined to make up the FSM trial balance for the accounting
period being processed. The formula used to develop ending
balances in DAFIS (and also the FSM) is:

Beginning Balance + **Year-to-Date** = **Ending (YTD) Balance**

                                              (for Period Reported)

Accordingly, an adjustment is required to the beginning balances of the trial balance down-loaded from DAFIS to
the FSM. In addition, a second adjustment is required in the FSM to adjust the DAFIS new fiscal year (FY 1993)
year-to-date balances of these same accounts. This action is necessary to cancel the effect of the year-end
adjustment transaction entered into DAFIS during October. Both of these adjustments are "***recurring
adjustments***"
in the FSM and are displayed as follows:

Recurring Adjustment #1:
        (to adjust FY 1993
        Beginning Balances in the FSM)

        46AX Allotment/Target Available   DR 10,000

                48AX Undelivered Orders   CR 10,000

Recurring Adjustment #2:
        (to adjust FY 1993
        Year-to-Date Balances in the FSM)

        46AX Allotment/Target Available   CR 10,000

                48AX Undelivered Orders   DR 10,000

Since these are "***recurring adjustments***," they will automatically be made to the FSM trial balances for all
months during FY 1993.

b.   October 31, 1992 (FY 1993), FSM ending balances for selected general ledger accounts are developed as follows:

	FSM Beginning Balance 10/01/92	FSM FY 1993 Year to Date "Record"	FSM Ending Balance 10/31/92
46AX - Allotment Target Available:			
Balances Down-loaded From DAFIS 10/31/92	25,000 CR	10,000 DR	15,000 CR
FSM Recurring Adjustment #1	10,000 DR		
FSM Recurring Adjustment #2		10,000 CR	
ADJUSTED FSM TOTAL:	**15,000 CR**	**-0-**	**15,000 CR**

	FSM Beginning Balance 10/01/92	FSM FY 1993 Year to Date "Record"	FSM Ending Balance 10/31/92
48AX Undelivered Orders:			
Balances Down-loaded From DAFIS (10/31/92)	39,000 CR	10,000 CR	49,000 CR
FSM Recurring Adjustment #1		10,000 CR	
FSM Recurring Adjustment #2		10,000 DR	
ADJUSTED FSM TOTAL:	**49,000 CR**	**-0-**	**49,000 CR**

Accordingly, as may be seen from the above example, the FSM October 1992, Trial Balance has been adjusted to exclude the FSM closing fiscal year-end (FY 1992) adjustment which was entered into DAFIS in the following fiscal year (FY 1993) as "*current year activity*."

As stated previously, these adjusting ("*eliminating*") entries in the FSM are only required when adjustments are made for the month of September. As long as an adjustment made during any other month is not classified as "*recurring*," these types of reversing adjusting entries will not be required.